Columbus

Community School District
Student 1:1 Handbook

2020-2021

Mission: To Inspire Every Learner To Excel

Vision: Columbus Community School District will create learners ready for intellectual work and contributions to a global community.

District Chosen Device 2020:   Hewlett Packard Probook 430G-7

The Vision for Teaching and Learning in the Columbus Community School District

The 1:1 initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 7th-12th grader in CCSD 24/7 access to a Device (Hewlett Packard, Probooks for 7-12th grade) and more technology opportunities to all students. The Columbus Community School District ("CCSD") is taking an aggressive initiative to transform teaching and learning within CCSD. The 1:1 initiative allows several things to occur for the benefit of student learning, some of these include the following:

● Promoting student engagement and enthusiasm for learning.

● Encouraging collaboration among students, teachers, parents/or legal guardians, community members, and people throughout the nation and world through interactive capabilities and opportunities.

● Reducing the use of worksheets and workbooks.

● Guiding students in their learning and production of knowledge.

● Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Equipment

Ownership

● CCSD retains sole right of possession and ownership of all Devices utilized in the 1:1 initiative, and grants permission to the Student to use the Device according to the rules and guidelines set forth in this document. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to CCSD technology, as well as any other disciplinary action deemed appropriate by CCSD policy.

CCSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, CCSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using CCSD computers, networks, or technology.

Equipment Provided -

All Devices include a protective bag or case, AC charger, software, and other miscellaneous items (hereinafter collectively referred to as the "Device"). CCSD will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data -

It is the sole responsibility of the Student to backup such data as necessary. CCSD provides a means for backup along with directions but does not accept responsibility for any such backup of student material.

Device Manual-

http://h10032.www1.hp.com/ctg/Manual/c02285843.pdf

Part One: Device Use and Conduct

The primary goal of CCSD's available technology is to enrich the learning that takes place in and out of classrooms. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the Device and other media center equipment. The following is a list of rules and guidelines that govern the use of CCSD's Devices and network resources.

Students must always follow these rules and guidelines when using CCSD technology. Network Resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

The Columbus Community School District will be utilizing the Everfi digital citizenship modules to ensure all students are aware of the necessary good conduct of an online presence.

Students will:

● Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).

● Use appropriate language and be respectful of others.

● Not use devices to engage in harassment, bullying, or cyberbullying of any individual as defined by CCSD Board Policy and Iowa Code Section 280.28.

● Observe and respect license and copyright agreements.

● Keep usernames and passwords and personal information confidential (Student names, telephone numbers, and addresses should NEVER be revealed over the system).

● Return the Devices to CCSD at the end of the school year for system updates and re-imaging of the Device.

Students may not use network resources:

● For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.

● To download, stream or listen to Internet-based music, video and large image files not for schoolwork, as this slows the performance of the network for all users. CCSD will monitor the network for violations.

● To access Web sites or other content blocked by the District, via codes or any other method.

● To send file attachments through the school's email system that are greater than 20MB in size (The transfer process can hinder network speed and access to others. If there is a need to transfer large files, the technology department is to be contacted in order to make special arrangements.).

● To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use.

● To conduct any commercial business that is not directly related to a course offered by CCSD in which the student is enrolled

● To conduct any activity that violates school rules, CCSD Board Policy, or the law (this includes adhering to copyright laws)

● To access the data or account of another user (altering files of another user is considered vandalism)

● To copy or install CCSD school software (copying school owned software programs is theft).

In addition, students may not:

● Bring in their own laptops from home to use at school.

● Attempt to change any CCSD network or server configuration or the configuration of the Device.

● Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).

● Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.

● Give username(s) and/or password(s) to anyone other than parents/or legal guardians.

● Video tape staff or students without their consent or knowledge, this includes (but is not limited to):

  ○ Webcams. ○ Laptops. ○ Cameras. ○ Cell phones. ○ or any other digital devices.

● Use school issued email accounts in ways inconsistent with defined policy. Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

● I.M. (instant message) or chat during class unless related to academic expectations set forth by the instructor.

Discipline

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then an CCSD administrator or designee will decide appropriate consequences in accordance with school policy and the law. Any student violations may also result in the student's access to CCSD technology being limited or revoked, or students having their hard drives restored to original settings. Students and parents/or legal guardians should reference the CCSD Jr/HS Handbook, "Behavior Guidelines" section for additional information on student discipline. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

Internet Privileges:

Use of the Device and any CCSD network resource is a privilege, not a right. At each mid-term, quarter, and semester grading period, student grades will be evaluated to determine continued Internet privileges. Students earning an "F" for the term in one or more courses may be listed on a restricted Internet list for the remainder of the current term. The student will still be able to use technology and their but during this time, the student's Device will only have access to teacher--approved websites and content. This list will include school and home use. Only the instructor may request that the technology office add a particular website to a particular student's approved list. At the next grading period, student grades will be re-evaluated – passing all courses will allow the student to leave the restricted list, and failing the same course or a new course will result in continued participation on the list for the remainder of the next term.

CCSD Monitoring of Devices

In compliance with the Children's Internet Protection Act ("CIPA"), CCSD is and will continue to do everything practicable to keep students safe when using technology. Currently the CCSD will be using Land School to monitor the district devices. This includes installing content filtering on all Devices. Filtering technology is not perfect, it is possible that restricted content may not always be stopped by filtering technology.

CCSD does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate,

abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the CCSD.

CCSD expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical important to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the policy will be subject to disciplinary action under CCSD policy.

DISCLAIMER/NO WARRANTIES

CCSD account holders take full responsibility for their access to CCSD's network resources and the Internet. Specifically, CCSD makes no representations or warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.

2. The costs, liability or damages incurred as a result of access to school network resources or the Internet.

3. Any consequences of service interruptions, loss of data, or delivery failures/misdeliveries, for whatever reason.

Part Two: Device Use and Policies for Students

1. Device Damages and Care Device Damages

● If a Device is damaged, the school must be notified immediately. Fines are based on the "Cooperative Loss Program" scale below.

● CCSD reserves the right to charge the Student and Parent/or Legal Guardian the full cost for repair or replacement when damage occurs due to intentional conduct or gross negligence as determined by CCSD administration. Examples of gross negligence include, but are not limited to:

a. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school.

b. Lending equipment to others other than one's parents/or legal guardians.

c. Using equipment in an unsafe environment.

d. Using the equipment in an unsafe manner.

● A student whose Device is being repaired will have access to a loaner Device in most cases. These Devices are called "Loaners" and will be available for students to use during the time of repair. If it is determined that the Device was damaged intentionally, the student will not be able to take the "Loaner" Device home.

● If the Device's charger is damaged or lost, the student is responsible for replacing it with the same model.

● If the student leaves the school district and does not turn in the device and bag, CCSD will make a reasonable effort to obtain the device and bag. If those efforts are unsuccessful, CCSD will treat it like a stolen device and will notify the appropriate authorities.

Cooperative Loss Program

● In the event of damage to the Device not covered by the warranty and within the student's control, the student and parent/or legal guardian will be billed a fine according to the following scale:

○ First Incident – up to $100

○ Second Incident – up to $250

○ Third and beyond Incident(s) – $250 or the replacement cost of the device.

● This scale resets each calendar year.

● The administration has the authority waive the charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

● Lost or stolen devices will be assessed the full device cost and the student may lose the right to take future devices home.

2. Student Use in Classrooms

● Students will be required to take their Device to each class each day, unless told differently by the teacher for that specific day.

● When the Device is not being used in class it is to be closed or partially closed (as determined by the teacher).

3. Student Access to the Internet

● At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations. CCSD will not provide students with Internet access outside of school. The Device's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.

● Students may access the Internet on their district Device at any time outside of school. As with any other Internet-enabled Device, CCSD recommends that parents/or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district Device

4. Education of Students in Safe and Appropriate Use of Technology

All Students will utilize the Everfi: Ignition program, which will cover issues of Digital Citizenship, Cyberbullying, and appropriate usage.

● Students will receive instruction in safe, ethical, and appropriate use of technology prior to issuance of a Device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.

● Topics covered in these learning sessions will include information on cyberbullying and cyber-harassment, inappropriate web sites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

5. Student Access & Monitoring

● There is no reasonable expectation of privacy while using CCSD computers, networks, or technology. Ultimately the Device is the property of CCSD, and CCSD has the right to determine what is appropriate and to search the Device if necessary, at any time.

● CCSD's filtering software allows CCSD to block websites that are inappropriate for students whether they are accessing the web via CCSD wireless network or if they are connected to the Internet at other locations.

● Software also allows for screen monitoring while at school, which makes it possible for appointed CCSD personnel to monitor student Device screens.

● Students who access inappropriate sites or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.

● If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

> NOTE: The Columbus Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. The best filtering software in the world cannot match the combination of education and supervision at school and home.

6. Bringing the Device to School

● It is imperative that students bring their Device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their Device.

● The Device must always be kept in the carrying bag when it is not being used.

● Students who accidentally leave their Device at home may have access to a limited number of Devices ("Loaners") that are available from appointed locations. Students will be able to "sign-in" to their account on the server but will not be allowed to take this Device home with them. Students will be allowed one "Loaners" per semester, subject to availability, if they forget their Device at home.

7. Charging of Devices

● It is the students' responsibility to have their Devices charged each day when they come to school. During a normal school day, a typical HP laptop fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their Devices before coming to school. If a student comes to class with a Device that is not charged, specific consequences may occur for the student.

● Students should establish a routine at home for the charging of the Devices so that it can charge overnight. The charging time of the Device and responsibility is very similar to the charging of a cell phone.

● It is the student's responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.

8. Loss or Theft of Devices

● Devices that are lost or stolen need to be reported to the school's main office immediately.

● If a Device is lost or stolen the student will be financially responsible for its replacement based on the "Cooperative Loss Program".

● If a Device is stolen or vandalized while not at an CCSD sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.

● NEVER take your Device to the locker rooms at CCSD. It is safest to keep them locked in the locked school locker assigned to each student.

9. Downloading Programs & Personalizing the Device

● Only CCSD's Technology Department or its authorized representatives may install applications on student Devices.

● All students will be able to personalize their Device through the legal downloading of music, although some specific sites such as software sharing sites, torrents, and other music/peer-to-peer sites will not be accessible to students. In addition, screen savers, wallpaper and other pictures may be placed on the Device. All items must be appropriate and not violate any CCSD policy or rule.

● Stickers and other markings on the outside of the Device will not be allowed. Each Device is easily identified by a specific numbering system ("Asset Tag") that is placed on the Device by the Technology Department and may NOT be removed.

● Removable protective coverings may be purchased from third party vendors, at the student's sole expense. Please check with the Technology Department regarding specific models.

10. Devices from Home

● Students are not allowed to bring their own computers from home to use or connect to CCSD's network. Devices at CCSD are all provisioned with the same basic programs and structures.

11. Ear Buds/Headphones

The uses of ear buds/headphones in class and/or during study times are at the teacher/supervisor's discretion. Ear buds/Headphones will not be provided by the CCSD.

12. Student Printer Use

● Students may have access to designated printers in the building.

● CCSD expects that the need to print materials on paper will be reduced as a result of students' ability to send assignments and other materials to their teachers through their Device.

13. Legal Issues and Jurisdiction

● Because the CCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CCSD's network resources is subject to the rules stated in this policy. CCSD monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. CCSD reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

14. Read all Safety Warnings and Information

● Students and their parents/or legal guardians are strongly encouraged to review the user information for this Device to understand more about the Device, its capabilities, and required care.

15. Parents/Legal Guardian's Right to Waive 24/7 Access

● Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will still have access to the Device while at school but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.

Part Three: Device Care

Reminders: Students are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in a fine. Please refer to the "Cooperative Loss" section.

1. General Care

● Treat this equipment with as much care as if it were your own property.

● Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing. If these actions are taken, families will be assessed a fine based on the "Cooperative Loss" program. Here are some examples:

○ Keys are ripped off/removed;

○ Charging port damaged.

● Do not remove or interfere with the serial number or any identification placed on the Device.

● Keep the equipment clean. For example, don't eat or drink while using the Device.

● Do not do anything to the Device that will permanently alter it in any way.

● Back up your data. Never consider any electronic information safe when stored on only one device.

● Do not put stickers or use any type of markers on the Device.

● Removable computer skins or protective covers may be purchased at the student's sole expense, but the following guidelines must be followed: The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs. The displays of obscene material, profanity, or references to subversion are not appropriate. Computer skins should show respect for yourself, those around you, the school and the community. Computer skins not appropriate for a school setting will be removed.

● Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed.

● DO NOT charge your Device while it is in the bag. Ensure the computer has air circulation while charging.

● Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

● NEVER walk from one location to another with an open computer. This is applicable at school and at home.

2. Keep the Device in a Safe Place

● The Device bag, along with the Device and other equipment, must be stored in a safe place (A locker, when locked, is considered a safe place). The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets. The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.

● Devices left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student may be required to get a parent/or legal guardian signature acknowledging financial responsibility before getting the Device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.

● If on an athletic team, the Device should never be left in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.

● Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

3. Device Bags

● Each student will be given a protective bag that they are required to use to carry their Device in during the school day and outside of school. This is the only bag that is approved for the Device to be placed in. It is specially designed for the Device that students are using. It is important to keep the bag clean and take time to remove any items like paper clips that can scratch the exterior of your Device. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

4. Keep the Device Away from All Liquids.

● Exposure to liquids will severely damage a Device and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your Device completely. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your Device–even if it is sealed.

5. Device Problems

● It is always a student's responsibility to maintain a 100% working Device.

● If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the appointed technical support location as soon as possible after discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.

● If you are away from the school and need assistance, send an email to CCSD Technology Portal. This will generate a "help" ticket and can be accessed 24/7. Even though response will not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.

● Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs based on the "Cooperative Loss Program".

● When in doubt, ask for help.

6. Only One User

● NEVER allow anyone else to use your Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student's use or classwork; personal or business use of a Device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's responsibility.

7. Cleaning the Device

● Device screens show fingerprints and smudges easily but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the Device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Screens can cost over $500 to replace, so it is imperative that they are cleaned appropriately (as listed above).

● Read and follow any maintenance alerts from the school technology personnel or the administration office.

8. Shutting Down the Device.

● Fully shut down the Device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

9. Closing the Device

● When you put your HP laptop "to sleep" by closing the display screen the drive continues to spin briefly while saving data. Moving the computer abruptly before the sleep light pulses may damage the hard drive and cause data loss.

● The laptop lid/screen needs to be completely closed when moving it from one point to another.

● Make sure no foreign objects are in between the screen and keyboard when the lid is closed otherwise the screen may be broke or damaged.

10. Carrying the Device

● Always completely close the lid and wait for the HP Laptop to enter sleep mode before moving it, even for short distances. Movement while the HP Laptop is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.

● Always store the Device in the protective bag provided by CCSD.

● Bring the provided bag to classes and use the bag whenever transporting. Note: do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Device other than the Device itself as this may damage the screen.

● We recommend that you carry the protective bag to and from school inside your normal school pack. The "vertical sleeve" style bag was chosen expressly for this purpose. Simply slide the Device in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the Device can cause permanent damage to the screen and other components. No books should be placed on your Device.

● Do not grab and squeeze the Device, as this can damage the screen and other components.

● Never carry your laptop by the screen.

11. Personal Health and Safety

● Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap--based computing while connected to the power adapter as this will significantly increase heat production.

● Avoid lengthy use involving repetitive tasks (such as typing and use of the trackpad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize

discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye--level and the keyboard at lap--level.

● Parents/or legal guardians and students should review the safety warnings included in the Apple user guide which can be found and downloaded at

Part Four: Technology Acceptable Use Policy

General

CCSD is committed to making available to all student and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, devices brought to school by students and staff, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Columbus Community School District to ensure excellence in education for every student. CCSD has the right to place reasonable restriction on the material accessed and/or posted by its computers, computer network, and/or Internet connection. The use of technology resources must be in support of CCSD's educational objectives. Access to various technology resources is available to users for academic-related purposes only unless written notification is provided to building administration by parent/guardian. A 'user' includes but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration. Access is a privilege, not a right. Permission from parents or guardians is required before students may access the computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted. Technology resources not only include district-owned hardware and servers, but all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

Privileges & Responsibilities

Usage of CCSD's network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Neither the Local Area Network nor the Internet may be used for personal or frivolous reasons. Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment.

Examples of prohibited conduct include but are not limited to the following:

● Use of another user's account.

● Attempting to breach the desktop security of a computer.

● Attempting to break into password protected areas of a network or tampering with network systems.

● Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.

● Use of technology to engage in behavior prohibited by CCSD's anti-harassment and antibullying policy.

● Accessing CCSD blocked web sites.

● Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.

● Activity that is prohibited under state, federal, or local law. Any user who violates the acceptable use policy may be denied access to the school's technology resources.

Property Rights

Users must respect the intellectual property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on CCSD's hardware is the property of CCSD and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

Privacy

Electronically Stored Personal Data

CCSD permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology. Examples of this include, but are not limited to the following:

● Columbus CSD Microsoft 365

● Cloud technology such as files stored on third party servers

● Email

● District computers, devices, network, and servers

District Monitoring

CCSD has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the

Internet and reviewing email. The Administration and technology coordinator shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy.

CCSD also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on CCSD's computers and computer network systems, including the Internet. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Safety

Individuals who utilize CCSD's technology resources are expected to abide by the principles of digital citizenship, which are part of the CCSD curriculum. Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is always not possible to constantly monitor all individual network use. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Student Violations

Students who violate the rules and policies stated in the student handbook, will be subject to the actions specified to the violation. Students and parents/or legal guardians should reference the Columbus Community School MS/HS Handbook, "Behavior Guidelines" section for additional information on student discipline as well as relevant CCSD Board Policies. These actions range from a verbal warning to expulsion. The interpretation, application, and modification of this policy are within the sole discretion of CCSD. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology supervisor.

Consequences for Violation of Computer Usage Rules:

Please review the Handbook for building specific consequences for violations of Laptop user rules. By signing the User Agreement, you commit to the student expectations and understand the consequences for violation.

User Agreement and Parent Permission Form

As a user of the Columbus Community School District's computer network and recipient of a HP ProBook, I acknowledge receipt of and hereby agree to comply with the following user agreements contained in the Columbus CSD 1 to 1 Handbook:

- Acceptable Use Agreement

- 1:1 Technology Parent Permission Agreement

- 1:1 Technology Student Expectations

Student Name (PRINT) _____   Graduation Year_____

Student Signature _____   Date_____

As the parent or legal guardian of the minor student signing above, I grant permission for

the student named to access networked computer services and school computer hardware.

I understand that I may be held liable for violations. I understand that some materials on

the Internet may be objectionable, but I accept responsibility for guidance of Internet use

setting and conveying standards for the student named to follow when selecting, sharing, or

exploring information and media. I acknowledge receipt of and hereby agree to comply with

the following user agreements contained in the Columbus CSD 1 to 1 Handbook:

- Acceptable Use Agreement

- 1:1 Technology Parent Permission Agreement

- 1:1 Technology Student Expectations

Parent/Guardian Signature_____ Date_____