



Avon Community School Corporation  
Strategic Technology Expansion Plan  
and  
Upgrades Program  
Student Device Guidelines

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## ACSC STEP-UP

### Responsible Use Policy and Student/Parent Agreement

This device Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued device. Technology, on or off-campus, must be used in accordance with the mission and philosophy of ACSC as well as the Acceptable Use Policy for Technology as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes.

The device remains the property of ACSC at all times. Therefore, there is no assumption of privacy. ACSC reserves the right to inspect student devices at any time during the school year. Misuse of the device may result in disciplinary action.

Above all, the STEP-UP device program at ACSC is an academic program, and the policies governing the use of the device support its academic use. To maintain the integrity of the device program, all students and parents/guardians must agree to the following conditions of use:

#### 1. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the device, case, or USB charging cable/charger if the property is:

- a. not returned.
- b. intentionally damaged.
- c. lost or damaged because of negligence.
- d. stolen, but not reported to school and/or police by the end of the next school day.

All repairs will be completed by ACSC or the insurance authorized repair facility. This is the property of Avon Community School District and unauthorized third party repairs are not allowed.

#### 2. Device Use, Care, and Routines

- a. Do not alter the device in any manner.
- b. Never pile things on top of the device.
- c. It is highly recommended that students transport the device in a case at all times.
- d. Do not leave the device out in extreme heat or cold.
- e. Do not leave the device in a vehicle or place it on top of a vehicle.
- f. Keep food, drink, pets, etc. away from the device at all times.
- g. Do not leave the device unattended at any time including during class, extracurricular activities, lunch, locker room, etc.
- h. Labels, stickers, or screen protectors placed on the device by the technology department will not be removed.

- i. Do not write on or place any labels or stickers on the device.
- j. Do not remove the serial number or identification sticker on the device.
- k. Do not lend the device to a classmate, friend, or family member.
- l. Clean the device screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- m. Fully charge the device each night with the appropriate device A/C adapter.
- n. Do not attempt to repair a damaged or malfunctioning device. All damaged and malfunctioning devices need to be taken to the Media Center.
- o. Do not remove or circumvent the management system installed on each device.
- p. Avoid touching the screen with pens/pencils.
- q. Students are responsible for the safety and security of their device.
- r. Students will be permitted to take the device home once they have completed an orientation session and both the student and parent have signed ACSC STEP UP Device Guidelines Parent and Student Signature Page.

While ACSC prides itself in providing staff and students with technology infrastructure and integration experiences that prepare them for the 21st Century, so must we share in the responsibility of raising awareness of the potential hazards that come as a by-product of the digital age. A [proactive curriculum](#) focusing on internet safety and cyberbullying will be implemented district-wide. The following guidelines regarding personal safety, netiquette, cyber-bullying and student email expectations are embedded in this curriculum:

### 3. Personal Safety

- a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- d. Students should never agree to meet someone they meet online in real life.
- e. If the user sees a message, comment, image, or anything else online that makes him/ her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

### 4. Netiquette

- a. Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

- b. Users should recognize that with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

## 5. Cyber-Bullying

<https://www.common sense media.org/cyberbullying/what-should-i-teach-my-kid-about-safe-online-behavior>

- a. The National Crime Prevention Council defines cyber-bullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
- b. Cyber-Bullying will not be tolerated and is strictly forbidden.
- c. Internet users should remember that digital and online activities are retained and may never be truly erased. Users should take care to interact appropriately and respectfully online.
- d. Report cyber-bullying immediately to school personnel.

## 6. District Acceptable Use Policy

Avon Community School Corporation’s Acceptable Use Policy can be found online in School Board Policy 7540.3 <http://www.neola.com/avon-in/search/policies/po7540.03.htm>

## 7. Email for Students

Purpose: All students will receive an individual email account through Office 365. The username for each email is studentid@students.avon-schools.org. With these email accounts, students will have access to Office 365, which include productivity and management tools such as One Drive and Office products in the cloud.

All devices will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during STEP-UP orientation, and the email account and documents associated with Office 365 will be maintained for the duration of a student’s enrollment in ACSC. All official ACSC electronic communications will be sent to ACSC student email. The effective use of email will develop 21st Century communication skills, allow students to develop positive professional relationships with peers and staff, and assist in collaboration skills required in careers and higher education settings. Email accounts may send to and receive from external email addresses. Responsible use of this resource must be exercised.

### Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Students should only have their school email account set up on their device. *No other personal email accounts should be set up on the device.*
- c. ALL communication from students to teachers must be on their school issued email account or through the Learning Management System, Schoology. Personal accounts are not an acceptable means of communication with teachers.

- d. Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- e. All email and contents are property of the Avon Community School Corporation.
- f. Only the authorized user of the account should access, send, and/or receive emails for the account.
- g. Passwords should be protected and never shared with other students.

#### Examples of Unacceptable Use

- a. Non-educational related forwards (e.g. jokes, chain letters, images)
- b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

## 8. Camera and Microphone

Purpose: Included by the manufacturer, each student device is equipped with a digital camera and microphone as a base feature. These will allow students to utilize 21<sup>st</sup> century tools to develop 21<sup>st</sup> century learning skills.

#### Examples of Use

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

*Neither the camera nor microphone can be accessed without authorization and direct action of the computer user. Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in disciplinary measures.*

## 9. Listening to Music

- a. Music apps will not be available on student devices.
- b. Streaming music is not allowed at school.
- c. Students may stream music at home with permission from parents.
- d. Video Streaming for the purpose of entertainment not allowed at school.

## 10. Games

The device is not intended to be a gaming device. Game sites can interfere with the educational apps on the device. Students should use the device for educational purposes.

## 11. Student Files and Storage

All students should store their files with cloud storage. Office 365 OneDrive is the standard cloud storage that the district supports.

## 12. Printing

If printing is necessary, students should use the building/classroom specific instructions for printing at school.

## 13. Device Background

ACSC sets the desktop background for all devices. Changes to the desktop background may not be customized.

## 14. Behaviors and Discipline Related to Student Device Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent “traditional” Classroom Violations</i>
Failure to bring device to school	Coming to class unprepared
Missing cover	Not having required supplies
Email, texting, skyping, internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to device	Vandalism/Property damage
Using account belonging to another student or staff member	Breaking into someone else’s locker/classroom.
Accessing inappropriate material	Bringing inappropriate content to school in print version
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy.	Cheating, copying assignment, plagiarism
<i>Violations unique to the Avon STEP-UP Program</i>	
Attempts to defeat or bypass the district’s Internet filter and/or security settings	
Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	
Unauthorized downloading/installing of Apps	

## 15. Progressive Discipline

Disciplinary steps within the STEP-UP program will be based on grade level and seriousness of the infraction.

## 16. Examples of Unacceptable Use

Unacceptable use of the device includes, but is not limited to, the following examples:

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the device as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or tampering with the Operating System configuration.
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing websites blocked by the school's internet filter.
- o. Downloading apps, streaming media, or playing games without permission of a network administrator.

## 17. Power Management

- a. Users are responsible for fully charging the device by the start of the next school day.
- b. Users with no battery life may bring the device to the Media Center for charging. Abuse of this privilege may result in consequences being assigned.



## 18. Device Security

The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites. Parents may consider content filtering on their home network to ensure the safety of their student(s) while accessing the internet. As a starting point for whole home Internet filtering, families may explore <https://signup.opendns.com/homefree/>

## 19. Damaged and Lost devices

- a. Users will report any damaged or lost devices to school authorities.
- b. Users will bring damaged devices to the Media Center to the technology desk.
- c. In rare cases, when immediate in-person support cannot resolve support requests, a member of the ACSC technology department may initiate a remote support session with the device to complete a repair. Prior to requesting support, users should close all programs which are not relevant to the support being requested. During remote support all of these conditions are met: 1. The device is on the school network. (remote support will not work when the device is off the ACSC network) 2. The computer user authorizes the remote support connection. 3. The name of the person offering remote support appears boldly on the top of the remote computer until support ends.
- d. Damage sustained by device is the responsibility to the student and repair/replacement cost will become the financial responsibility of the family. Care must be taken to adequately protect the device from damage.

## 20. Payment Timeline

The cost of the student device is paid annually by families as a part of student book rental. Families who qualify for free or reduced book rental will have the laptop rental adjusted accordingly.