



***Decatur Public Schools
Technology
Acceptable Use Policy and Procedures***

2017-2018

DPS Tablet Assigned to: _____

Revised June 2017

Distribution of Devices

- Surface Pro Tablets will be distributed each fall.
- Such devices and accessories are the property of Decatur Public Schools and must be returned to DPS at the end of each school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DPS for any other reason must return the tablet and other technology items on the date of termination.
- If a student fails to return the devices and other technology related items at the end of the school year or upon termination of enrollment at DPS, they are subject to financial liability until the items are returned or associated fees are received.

Requested Fees to Students/Parents

To cover potential loss due to damage or theft, the District requests a user fee for computer tablets that are taken off campus. This fee will be deposited in a self-insurance fund. This fund will be used to replace or repair tablets that are lost or damaged.

Carrying Tablets

The protective cases provided have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The tablets should always be within the protective case and secured with elastic straps when carried.

Screen Care

The screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- 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 device.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Charging Your Device

Devices must be brought to school each day in a fully charged condition.

Network Connectivity

It is a violation of the Acceptable Use Policy to use applications that are not approved by Decatur Public Schools. Violations will result in disciplinary action.

Originally Installed Software

The software originally installed by DPS must remain on the Surface Pro in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.

Additional Software

Students are not allowed to download extra software on the device without permission.

Student and Parent Responsibilities

- Read, understand and follow the DPS District Acceptable Use Policy for technology
- Use computers/devices in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that applies to Surface Pro
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own

negligence, errors or omissions. Use of any information obtained via DPS District's designated Internet System is at your own risk. DPS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Physical damage to devices should be reported immediately to school staff.
- Secure Surface Pro devices against theft or loss
- Help DPS District protect its computer systems / devices by contacting an administrator about any security problems they may encounter
- Monitor all activity on their account(s).
- Students should always turn off and secure their Surface Pro after they are done working to protect their work and information. Securing the Surface Pro includes storing device out of sight and in a restricted access location.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is required to inform school officials as soon as possible.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing DPS Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Surface Pro settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet / E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- The safety of all students at Decatur Public Schools is of primary concern to the district. Students are encouraged not to share private information via email, social network sites, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (*any attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components*) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise to harass or demean recipients.
- Bypassing the DPS web filter through a web proxy, phone tethering, and any other means.
- Bullying as defined in DPS Board Policy will not be tolerated.
- If using device on a non-DPS provided Internet use of explicit websites and information is prohibited.

Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Claims

All repair/replacement claims must be reported to the school office. In the event of theft, students and

parents must file a police report, using the Serial Number and Asset Tag number found on the device, and bring a copy of the report to the Principal's office immediately. Without a police report, the theft insurance is void and the student will be responsible for the replacement cost of the device. Students will be charged for damages to the device if it's determined that the damages were due to student neglect.

The use of DPS District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the DPS District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled at Decatur Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action applied. The DPS District's Student Code of Conduct shall be applied to student infractions.

1. I will take care of the device as identified in the Decatur Public Schools Surface Pro Acceptable Use, Policy, and Procedures.
2. I will never leave the device unattended and understand that if found at school, I will be subject to discipline. If the device is damaged, lost or stolen I will pay the associated fees.
3. I understand the device is my responsibility and I will not loan it to other individuals.
4. I will bring a charged device to school daily and will not bring the charger to school.
5. I will keep food and beverages away from my device.
6. I will protect my device by only carrying it while in the case provided.
7. I will use my device in ways that are responsible, appropriate, and meet DPS educational expectations.
8. I will NOT place decorations (such as stickers, markers, etc.) on the device.
9. I understand that my device is subject to inspection at any time, without notice, and remains the property of the DPS District. I will provide the Surface Pro passcode to staff, immediately upon request.
10. I understand that inappropriate content found on the device is subject to disciplinary action.
11. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
12. I agree to return the device, case, power cords, and any other accessories in good working condition.

I agree to the stipulations set forth in this document. I also understand that a Surface Pro Accidental Damage and Theft insurance fee is requested per year, per device for students who take the devices home.

Acceptable Use Agreement

All Student users of Technology Resources and their parents are required to sign this Acceptable Use Agreement in order to receive authorization to use Technology Resources. Decatur Public Schools does not authorize any use of Technology Resources which are not conducted in strict compliance with this Agreement and the School District's Policies:

5136--Personal Communication Devices
5513--Care of Property
5517.01--Bullying and Other Aggressive Behavior Toward Students
7540--Computer Technology and Networks
7540.01A--Personal Use of District Technology
7540.03--Student Education Technology Acceptable Use and Safety
7540.03--Student Network and Internet Acceptable Use and Safety
7543--Remote Access to the District's Technology Resources
7545--Electronic Communications

The Decatur Public Schools Acceptable Use Policy and Procedures and/or the Student Code of Conduct as part of the Decatur Public Schools Student Handbook must also be adhered to. Technology Resources include, but are not limited to, the School District's Internet system, computers, devices, and any other technology device owned by the School District. Your signature on the signature card indicates that you have read the terms and conditions of this Agreement and the School District's Policies as defined above.