

North Linn Community School District
Student Technology Loan Agreement(including school-issued devices) and Code of Ethics

School-issued device references the device that a student receives at the beginning of the year and is in charge of over the course of the whole school year.

Use of the technology is a privilege and not a right. Failure to use the technology in an appropriate manner could result in

consequences, as determined by the staff and administration of North Linn Community School District (NLCSD). This technology is provided for educational purposes only and is intended to support the learning objectives of the NLCSD. The technology is the property of NLCSD. NLCSD is not liable for lost data or time spent on data. Students and their parents/guardians must agree in writing to the following before students will be allowed to take any technology home:

- Student agrees to follow all NLCSD regulations and policies governing the use of the technology as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information,
- Student shall not remove or alter any NLCSD identification labels attached to or displayed on the technology nor shall the student change identification within the technology, such as the technology name.
- Student agrees to handle the technology carefully and protect it from the weather and other potential sources of damage including but not limited to the following:
 - Avoid leaving technology in extreme hot or cold temperatures, such as in a car.
 - Avoid liquids and food while using technology.
 - Avoid leaving technology unattended around children or pets,
 - Avoid placing or stacking heavy objects on top of technology.
 - Avoid operating technology on soft items such as pillows, chairs, sofa cushions, blankets, etc.
 - Avoid leaving technology in an unsecure location when not in use.
- The student and their parents/guardians will assume the risk of loss by theft, destruction, or damage. If during the loan period, the technology is damaged or returned with any accessories missing, NLCSD may charge the student based on this criteria.
 - If the damage is deemed carelessness (see list above on what to avoid) or vandalism/destruction, the person will be charged no less than \$50, but no more than \$200 which will cover the whole cost of either repair or replacement of the device depending on what is cheaper and available.
 - If damage is caused because it was not transported using the carrying case that is provided, the cause may be deemed carelessness.
- Student agrees if the technology malfunctions or is damaged or not working properly, it must be turned in to the technology staff for repair or replacement, Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair.
- Student agrees to be responsible for recharging the technology at home on a daily basis. One suggestion would be to charge it at the same time you charge your cell phone at night.
- Student agrees to be responsible for bringing the charged device, cases, and accessories (if applicable) back to school every day.
- Student agrees to not leave any school device unsupervised to help prevent against theft. This would be deemed as carelessness.
- Student agrees to use the device for school-related purposes only. If it is found that the student is using the device for personal reasons or has altered with computer settings in any manner it is the right of the school to suspend usage for a period of time determined by the school.
- The student is permitted to alter or add files to customize the school-issued device to their own working style as long as it does not interfere with the rest of the Acceptable Use Policy,
- The student is permitted to apply pre-approved skins to the school-issued device, Seniors or students leaving the district must remove the identifiers before the school-issued device is turned in.

- Student agrees to turn in a school-issued device at the end of the year or at the time that their enrolment at NLCSD has ended.

Failure to turn in a school-issued device or any other devices borrowed may be considered theft.

NORTH LINN TECHNOLOGY CODE OF ETHICS FOR STUDENTS

APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS, AND THE INTERNET

The Board of Directors of the North Linn Community School District is committed to making available to students access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet. The goal in providing this technology and access is to support the educational objectives and mission of the North Linn District and to promote resource sharing, innovation, problem solving, and communication.

Access to the District's computers, computer network systems, and the Internet shall be available to all students within the District. However, access is a privilege, not a right. Each student must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer network systems, and the Internet. The amount of time and type of access available for each student may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer network systems, and the Internet they may still be exposed to information from the District's computers, computer network systems, and/or the Internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having Internet access shall not be operated unless Internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, computer network systems, and Internet access shall be for educational purposes only. Students shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and Internet access. Students' use of the District's computers, computer network systems, and Internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer network systems, and the Internet. Students will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer network systems, and the Internet.

The following are rules for appropriate use by the District's students of the District's computers, computer network systems, and the Internet:

-Do not make offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.

-Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical,

educational, and other considerations observed regarding other forms of communication.

-Do not send or solicit sexually oriented messages or images.

-Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer.

-Do not publish personal or private information about yourself or others on the Internet without prior written permission. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only.

-Do not arrange or agree to meet with someone met online.

-Do not use the District's computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not subscribe to Listservs, bulletin boards, online services, e-mail services or other similar services without prior permission from the technology coordinator or other appropriate personnel.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software. Illegal/unauthorized software means any software that has been downloaded or copied or is otherwise in the user's possession without the appropriate registration and/or license for the software, including the payment of any fees to the owner of the software.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM or other storage media or alter or modify any data files stored on the District's computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs from the Internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs downloaded from the Internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District. -Do not access the Internet from a District computer using a non-District Internet account. -Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access the District's computers or computer network systems or use the District's Internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not use an instant messenger service or program, Internet Relay Chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network systems, and/or the District' Internet connection.

-Do not disable or circumvent or attempt to disable or circumvent filtering software.

-Do not play any games that are not related to the District's educational program.

-Do not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the Internet, including the use or attempted use or possession of computer viruses or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator.

-Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account.

-Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to Internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel).

-Do not use the District's computers and/or computer network systems for any commercial or for-profit purposes, personal or private business (including but not limited to shopping or job searching), product advertisement or political lobbying.

-Do not use the District's computers, computer network systems, and/or the Internet to transmit any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses, offensive material, and/or any threatening or harassing materials. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the District's computer, computer network systems, and/or the Internet. Students shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the Internet.

Although reasonable efforts will be made to make sure students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might 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 the student's teacher or other appropriate personnel of what occurred.

Students will be able to access the District's computers and computer network systems, including use of the Internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer network systems, and the Internet. Students will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the Internet, the District will obtain written permission from the student's parents to do so.

The District 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 visit on the Internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all Internet activity including any logs, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students waive any right to privacy in anything they create, store, send or receive on the District's computers and computer network systems, including the Internet.

No warranties, expressed or implied, are made by the District for the computer technology and Internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information users access on the Internet. Any risk and/or damages resulting from information obtained from the District's computers, computer network systems, and/or Internet access is assumed by and is the responsibility of the user.

Students and parents may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students and parents are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students to continue to have access to and use of the District's computers, computer network systems, and the Internet.

The interpretation, application, and modification of this policy are within the sole discretion of the North Linn Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

Discipline for technology violations:

- Consequences for violation of our technology use agreement will match the severity of the infraction. Length of time or severity of consequence may also increase with each instance of violation.
- Consequences may include:
- Student is not allowed to take technology home (6-12 Chromebooks)
- Student is not allowed to use technology without direct supervision of teacher
- Student is not allowed to use technology for a time period. Student will have to do all assignments via paper/pencil.
- Student is not allowed to use technology for the remainder of the school year