

**RANDOLPH CENTRAL
SCHOOL CORPORATION
NETWORK AND INTERNET
ACCEPTABLE USAGE POLICY
STUDENT AGREEMENT**

AND

**STUDENT IPAD USAGE
GUIDELINES**



**RANDOLPH CENTRAL SCHOOL CORPORATION
NETWORK AND INTERNET ACCEPTABLE USAGE
POLICY STUDENT AGREEMENT**



Policy Approved on June 19, 2014

1.0 Overview

Access to computers and the Internet through the Randolph Central School Corporation computer network comes with the responsibility to use this network in a productive and ethical manner. Randolph Central School Corporation is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation.

The Internet can contain information that may be judged as inaccurate, abusive, profane, sexually-oriented, or illegal. Randolph Central School Corporation does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right, and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

The corporation makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The corporation is not responsible for the accuracy or quality of the information obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Randolph Central School Corporation. These rules are in place to protect the user and Randolph Central School Corporation. Inappropriate use exposes Randolph Central School Corporation to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to students, teachers, substitutes, contractors, consultants, temporaries, and other persons at Randolph Central School Corporation, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Randolph Central School Corporation.

4.0 Policy

4.1 General Use and Ownership

1. Users should be aware that the data they create on the corporate systems remains the property of Randolph Central School Corporation. Because of the need to protect Randolph Central School Corporation's network, Randolph Central School Corporation does not and will not guarantee the confidentiality of information stored on any network device belonging to Randolph Central School Corporation.
2. For security and network maintenance purposes, authorized individuals within Randolph Central School Corporation may monitor equipment, systems and network traffic at any time, for any reason, without prior notice.
3. Randolph Central School Corporation reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the only person to use that account. Each user is responsible for the security of the system.
2. Passwords should not be shared. Authorized users are responsible for the security of their passwords and accounts. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.
3. System level and user level passwords may be changed as needed.
4. All PCs, laptops, and iPads should be logged-off or locked when left unsupervised.
5. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4.3. Unacceptable Use

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is a user of Randolph Central School Corporation authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Randolph Central School Corporation owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.4 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Randolph Central School Corporation
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Randolph Central School Corporation or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others.
6. Using a Randolph Central School Corporation computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Randolph Central School Corporation account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited.
10. Executing any form of network monitoring which will intercept data not intended for the user.
11. Circumventing user authentication or security of any host, network or account.
12. Interfering with or denying service to any user (for example, denial of service attack).
13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.

4.5 Email and Communications Activities

1. Use of non-corporation issued email accounts is prohibited unless needed for an individual course, applying to a college or a similar circumstance that has been approved by the administration.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type that involve money.

5.0 Enforcement

5.1 Student Rights

Students' right to free speech applies to communication on the Internet. Randolph Central School Corporation's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons.

5.2 Due Process

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation to an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Any user found to have violated this policy may be subject to disciplinary action.

**WINCHESTER COMMUNITY HIGH SCHOOL
DRIVER MIDDLE SCHOOL
STUDENT iPad USAGE GUIDELINES**

Adopted - 2015



1.0 GENERAL INFORMATION

The policies, procedures, and information within this document apply to all student iPads used at the Randolph Central School Corporation, including any other device considered by the Administration to come under this policy. Teachers may set additional reasonable requirements for use in their classroom.

1.1 Receiving your iPad

iPads will be distributed during the first week of school. Parents and students must sign and return the Technology Acceptable Usage Agreement, iPad Student Pledge, and iPad Protection Plan documents before the iPad can be issued to their child.

1.2 Returning your iPad

iPads with accessories will be returned back to the School Corporation during the final week of each school year. If a student transfers out of the Randolph Central School Corporation during the school year, the iPad will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school iPad with accessories on the date of suspension, expulsion, or termination unless he/she has permission to use the device for homebound instruction or suspension school.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the Corporation's iPad Protection Plan and must return the computer and accessories to the technology office in satisfactory condition. The student will be charged a fee for a lost, damaged, or stolen iPad charger.

2.0 CARE OF THE IPAD

The iPad is school property, and all students will follow this policy and the Randolph Central School Corporation Acceptable Use Policy for this technology. Students are responsible for the general care of the iPad they have been issued by the corporation. iPads that malfunction or are damaged must be taken to the media center. The school corporation will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, or neglect will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally. iPads that are stolen must be reported immediately to the school. (They must have the Find My iPad feature enabled in the iCloud settings on the iPad.)

2.1 General Precautions

- Only use a soft, dry cloth or anti-static cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are affixed by the Randolph Central School Corporation.
- iPads must never be left in a locker, unlocked car or any unsupervised area.
- **iPads should never be left in an extremely cold or hot environment.**

2.2 iPads Care

- iPads must be in the case provided by Randolph Central or an approved protective case.
- Care should be taken if backpacks that hold other objects (such as folders and textbooks) are used to transport iPads to avoid placing too much pressure and weight on iPad screens.
- Be careful not to "bump" the iPad against lockers, walls, car doors, etc, or drop on the floor.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

3.0 USING YOUR IPAD AT SCHOOL

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPads at school.

3.2 iPads Undergoing Repair

If you have purchased the school offered protection, a loaner iPad will be issued to students when they leave their iPads for repair in the technology office. There may be a delay in getting an iPad should the school not have enough to loan. Students without school-offered protection will have a longer waiting period while iPads are repaired.

3.3 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

Sound must be muted at all times unless earbuds are used or is necessary for a classroom activity. All software, Apps, and music must be school appropriate and follow all regulations in the student handbook. Data Storage will be through apps on the iPad and email to a server location. **NOTE: Only one earbud may be used at any one time. Student must be able to hear instructions or directions at all times.**

3.6 Home Internet Access

Students are allowed to set up wireless networks on their iPads. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, and the correct app. Home wireless Internet access is not required by Randolph Central School Corporation. All student devices will have off-site filtering installed and cannot be bypassed intentionally, or the user will subject to disciplinary action.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work directly on the iPad, but it is suggested that they use cloud storage. If they save work directly on the iPad, it is recommended that students have a method of backing up their information personally, in the Cloud (RCSC will require each student to have created an iCloud and iTunes account.) They may also use their existing Google Drive for cloud storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure, not backing it up, or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Randolph Central School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Corporation will not be responsible for lost or missing data.

5.0 SOFTWARE ON IPADS

5.1 Originally Installed Software

The software/Apps originally installed by Randolph Central School Corporation must remain on the iPad 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. Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not school-appropriate as defined by the student handbook, acceptable usage policy, and all applicable laws.

5.2 Additional Software

Randolph Central School Corporation will provide access to synchronize the iPads so that they contain the necessary apps. All items contained on the iPad must be school appropriate and follow all school guidelines whether personal or not. Students must remember the iPad is the property of Randolph Central School Corporation.

5.3 Inspection

Students **must** provide their iPad for inspection at any time as requested by a teacher, administrator or tech staff.

6.0 ACCEPTABLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio. Parents should also talk to their students about the use and costs involved in an iTunes account and the monetary restrictions they expect of them.

6.3 School Responsibilities

- Provide Internet and Email access to its students for school purposes.
- Provide Internet blocking of inappropriate materials to the degree possible.
- Provide network data storage areas. These will be treated similar to school lockers. Randolph Central School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Randolph Central School Corporation owned equipment and to investigate any inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

6.4 Students' Responsibilities:

- ***iPad batteries must be charged and ready for school each day.***
- Using iPads/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the Randolph Central School Corporation Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage 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 students' own negligence, errors, or omissions. Use of any information obtained via Randolph Central School Corporation's designated Internet System is at your own risk. Randolph Central School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Randolph Central School Corporation protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is instructed to immediately notify the technology department or an administrator.
- Returning their iPad to the School Corporation at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school iPad computer on the date of termination.

6.5. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites selling term papers, book reports, and other forms of student work
- Messaging services and chat rooms (i.e.: MSN Messenger, iMessage, Facetime, ICQ, etc.) without prior staff permission
- Internet/Computer Games against corporation policy
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading non-school appropriate apps
- Sharing passwords or gaining unauthorized access to another person's password
- Sharing apps and programs which were specifically purchased for only one person
- Spamming-Sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Posing as school personnel or *as another student* to any technical support or related department in order to gain access to corporation restricted material or devices
- 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 such as MSN Messenger, Yahoo Messenger
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior

- Vandalism (any malicious attempt to harm or destroy hardware, software, or data) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Randolph Central School Corporation's web filter through a web proxy
- Un-enrolling or refusing to enroll in the corporation approved mobile device management system
- Other activities deemed inappropriate by Randolph Central School Corporation.

6.7 Legal Propriety

- 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 will be subject to Randolph Central School Corporation's Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.8 Student Discipline

The discipline procedure in the Winchester Community High School Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the iPad device. Depending on the seriousness of the offense students may lose iPad and/or network privileges as well as being held for detention, suspension, or expulsion in extreme cases.

7.0 PROTECTING & STORING YOUR IPAD COMPUTER

When students are not using their iPads, they should be in the student's possession or in a locked locker. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle while at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the WCHS library.

8.0 LOST OR STOLEN

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable by Apple, Inc. This means that the device is deactivated and will no longer function.



**RANDOLPH CENTRAL SCHOOL CORPORATION
NETWORK/INTERNET/iPad ACCEPTABLE USAGE
STUDENT AGREEMENT**



STUDENT

By signing below, I certify that:

I have read the Network and Internet Acceptable Use Policy for School Technology, and I understand its significance. I have discussed the rules for technology use with my parents or guardians. I understand that school technology is available to me as a tool to support my education and is afforded to me as a privilege. I understand and agree to abide by the rules stated in the Acceptable Use Policy.

I know that if I violate this contract, disciplinary actions, including but not limited to the following, may be taken against me:

Use of networks/technology or use only under direct supervision	Revocation and/or suspension of technology privileges
Revocation and/or suspension of network privileges	Suspension and/or expulsion from school
Legal action and prosecution by the authorities	

WCHS/DMS Student Pledge For iPad Use

I will take good care of my assigned iPad in an effort to prevent damage.	I will not share my Apple ID information with anyone but the technology department or school administrators.
I will never loan out my iPad to other individuals.	I will know where my iPad is located at all times.
I will charge my iPad's battery daily.	I will keep food and beverages away from my iPad.
I will not disassemble any part of my iPad or attempt any repairs.	I will keep my iPad in the original or school approved case at all times.
I will use my iPad in ways that are appropriate and educational and meet Randolph Central Schools expectations.	I will not place decorations (stickers, markers, etc.) on the iPad. I will not deface the serial number sticker on any iPad.
I will file a police report in case of theft, vandalism, and other acts covered by insurance.	I will be responsible for all damage or loss caused by neglect or abuse.
I understand that my iPad is subject to inspection at any time without notice and remains the property of Randolph Central School Corporation.	I will follow the policies outlined in the Student iPad Guide while at school, as well as outside the school.

PARENT OR GUARDIAN

By signing below, I certify that:

I have read the Network and Internet Acceptable Use Policy for School Technology, and I understand its significance. I have discussed the rules for technology use with my child. I understand that access to technology is designed for educational purposes, and it is the student's obligation to use the resources in a responsible manner. I recognize it is impossible for the school district to totally restrict access to controversial materials, and I will not hold them responsible for materials my child may acquire on the network. I accept full responsibility for supervision of my child's technology use outside of school. I hereby give my permission for my child to use school technology and certify that the information contained on this form is correct.

Student's Name (please print): _____

Student Grade _____

Student Signature _____

Date _____

Parent or Guardian Name (please print): _____

Date _____

Parent or Guardian Signature _____

I want to opt out of my student taking the iPad home..... Initials If Opting Out _____

****MUST BE SIGNED AND RETURNED BEFORE NETWORK USAGE WILL BE PERMITTED****



RANDOLPH CENTRAL SCHOOL CORPORATION
IPAD PROTECTION COVERAGE 2016-2017



STUDENT'S NAME _____

STUDENT'S GRADE _____

Randolph Central School Corporation recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the corporation and the student/parent. The following outlines the various areas of protection/coverage: warranty, accidental damage protection insurance, intentional damage or if lost or stolen.

SCHOOL OFFERED PROTECTION

The school corporation is self-insuring the iPads in the event of theft, loss, or accidental damage. The annual cost of the insurance is \$25 per device. The first incident of accidental damage will be repaired with no additional cost to the student/parent. The student/parent will be responsible for paying \$50 for any additional repairs needed throughout the course of the school year. Power cords, chargers and cases are not covered under the insurance plan. **Students will receive a replacement iPad from the technology department while their iPad is repaired.**

PERSONAL HOME OR HOMEOWNERS COVERAGE

Students or parents may wish to carry their own personal insurance to protect the iPad in case of theft, loss or accidental damage. Please consult with your insurance agent for details about our personal coverage of the iPad. You will need to show proof of insurance to the school before your student is allowed to check out an iPad. **There will be a significant delay in receiving a replacement iPad while insurance claims are processed.**

NO INSURANCE-PAY FOR REPLACEMENT

You agree to pay for the replacement of the iPad at a cost not to exceed \$652 should the iPad be lost or stolen. If accidentally damaged, you will pay any repair costs. **There will be a significant delay in receiving a replacement iPad while the iPad is being repaired or replaced.**

I agree to the following iPad Coverage in order for my student to receive a Randolph Central iPad.

_____ Individual School Offered Protection-I understand that the annual payment of \$25 is non-refundable, and there is a \$50 deductible if lost, stolen or a second incident of accidental damage occurs.

_____ Personal Insurance Company _____ Policy # _____

_____ School Approved Case/No Insurance-Pay for full cost of Replacement iPad and/or damage

Parent Name _____ Parent Signature _____ Date _____
(Please Print)

NEGLIGENCE OR INTENTIONAL DAMAGE:

Students/Parents are responsible for full cost of repairing any intentional or negligent damage to a student's iPad. Warranty, or school offered iPad protection does not cover intentional or negligent damage. Negligent or intentional damage will be determined on an individual basis. iPad repair estimates—Broken Glass \$230, Headphone jack Replacement \$190, Power Adapter \$30.

LOST OR STOLEN

If a student's iPad is lost or stolen, a police report must be filed by the parents. Once a school owned device has been reported as lost or stolen, the device will be rendered inoperable by Apple, Inc. This means that the device is deactivated and will no longer function. If a student loses or has a stolen second iPad, the parents will be responsible for the full cost of replacement.