



Student Device and Network Acceptable Use Policy

Draft 2

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Date of Last Change:	
Authorized By: <u>Joel Coleman, Superintendent</u>	

1. Purpose and Background

- 1.1. This policy is provided to make ~~students and their parents~~ ~~device and network users~~ at the Utah Schools for the Deaf and the Blind (USDB) aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. Violations of the User Terms and Conditions in this policy may result in the termination of privileges, denial of access to school technology resources, or additional disciplinary actions.
- 1.2. USDB provides electronic devices for student use, including iPads, Chromebooks, and other adaptive technology equipment.
- 1.3. Technology devices give students access to learn anywhere, anytime – both in classrooms and at home. This access to ~~computing devices~~ ~~personalized learning~~ narrows the digital divide between students and promotes the responsible use of today's ever-changing technologies.
- 1.4. Technology resources at USDB are provided for the purpose of supporting the educational mission of the School. It is the hope of USDB that the use of student electronic devices will promote excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.
- 1.5. The use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student Conduct Code. USDB students are required to use electronic devices and the School's network in a responsible, ethical, and legal manner at all times.
- 1.6. USDB retains the sole right of possession of student devices and other equipment. USDB retains the right to collect and to inspect student devices at any time and to alter, add, or delete installed software or hardware.

2. Device Distribution

- 2.1. ~~Student devices will be distributed at the beginning of the school year during a technology orientation event. Parents and students must agree to~~

~~the Student Device Acceptable Use Policy before a student device is issued.~~

- 2.2. Student devices are labeled and identified by Serial number and a USDB barcode.
- 2.3. Student devices are returned during the final week of school.
- 2.4. Students who transfer, withdraw, are suspended or expelled from USDB must surrender their assigned student device upon the termination of enrollment.

3. Fines

- 3.1. A student who fails to timely return an assigned device will pay the replacement cost of the device, USDB will report a theft to law enforcement, and the student may be subject to civil liability or criminal prosecution.
- 3.2. ~~Students are responsible for damage to their devices and will be charged a fee for any repairs caused by misuse or, not to exceed the replacement cost of the assigned device.~~

4. Internet Access and Network Connectivity

- 4.1. USDB will provide wireless connectivity for student devices on all campus locations via the school network.
- 4.2. Students are also allowed to set up wireless networks on their student device for use while at home.

5. Devices at School

- 5.1. Student devices are intended for use at school each day. In addition to learning activities, student devices are used for school messages, announcements, planners, calendars and schedules. Students are responsible to bring their fully charged device to all classes, unless specifically instructed not to do so by a teacher.
- 5.2. Students who repeatedly fail to bring their device to school or who chronically fail to maintain a fully charged battery may have additional consequences.
- 5.3. Students who leave a device at home are still responsible for completion of school assignments.
- 5.4. ~~USDB does not provide a loaner device for students who leave a device at home or who fail to charge the device.~~

6. Device Care

- 6.1. Students are responsible for the general care of the device issued by USDB.
- 6.2. Devices that are broken or fail to work properly must be taken immediately to their teacher for an evaluation.
- 6.3. General Precautions
 - 6.3.1. Cords and cables must be inserted carefully to prevent damage.

- 6.3.2. Devices must remain free of writing, drawing, stickers, or labels that are not required by USDB.
- 6.3.3. Devices must never be left in an unlocked locker, unlocked car, school cubby, or any other unsupervised area.
- 6.3.4. Students may not use non-removable skins or other non-removable stickers to personalize a device.
- 6.3.5. Devices should never be exposed to extreme heat or cold, including storage in a vehicle.

6.4. Carrying Student Devices

- 6.4.1. USDB provides protective cases for carrying and to protect the devices from damage under normal usage.
- 6.4.2. Student devices should always be kept in their protective case when carried.
- 6.4.3. Students should avoid placing pressure or weight (such as books and notebooks) on the device or the screen.

6.5. Screen Care

- 6.5.1. Student device screens can be damaged if subjected to rough treatment or excessive pressure.
- 6.5.2. Do not lean on the top of the student device or place anything near the device that could put pressure on the screen when it is closed.
- 6.5.3. Do not place anything in the carrying case that will press against the cover, or bump student devices against lockers, walls, car doors, floors, etc.
- 6.5.4. Clean the screen with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used.

6.6. Storage and Supervision

- 6.6.1. When devices are not being used, they should be stored in a designated storage location in each classroom.
- 6.6.2. Students should take their devices home every day.
- 6.6.3. Devices should not be stored in a vehicle.
- 6.6.4. Devices should never be left in unsupervised areas on campus, including the lunchroom, computer lab, library, unlocked classrooms, or hallways.
- 6.6.5. Unattended devices will be taken to the school office.

7. Content on Student Devices

7.1. Passwords

- 7.1.1. Student devices are password protected.
- 7.1.2. Each student will receive a password to gain access to their device. ~~choose a 4 digit password or use their USDB Network (Google credentials) to gain access to their device. The authentication method depends on the device.~~
- 7.1.3. Passwords will be controlled by the technology department and may not be changed without school permission.

- 7.1.4. Students are prohibited from sharing this password with anyone else except their parents and teachers.
- 7.1.5. USDB will provide a password to each student for his or her email account. The password may not be changed by the student.
- 7.2. USDB Installed Software
 - 7.2.1. USDB will synchronize student devices so they have the apps required for schoolwork. Students do not synchronize student devices or add apps through a personal iTunes or Google account. A student device may only be synced with a school-provided iTunes or Google account.
 - 7.2.2. The software and apps originally installed by USDB must remain on the student device and not be removed by the student. USDB may add or modify software applications.
 - 7.2.3. Periodic checks of student devices will ensure students have not removed the required apps or synced to a personal iTunes or Google account.
 - 7.2.4. USDB may reset a device to the standard, initialized state if technical difficulties have occurred or illegal software (non-USDB materials) is discovered.
 - 7.2.5. Students may be required to temporarily check in their devices to a teacher for software or hardware updates.
- 7.3. Images, Sounds, Music, and Games
 - 7.3.1. Photos and images stored on a student device are for school projects only.
 - 7.3.2. Students may not download music from a music-sharing site without the permission of USDB. Music is generally allowed on a student device if provided or required by a teacher for educational use.
 - 7.3.3. Device sound must be muted at all times unless permitted by a teacher for instructional purposes. USDB will provide headsets/earbuds for those students that need them.
 - 7.3.4. Non-educational games are not allowed on student devices.
- 7.4. Student work and Inspections
 - 7.4.1. Students may be selected at random to provide their student device for inspection.
 - 7.4.2. Students are responsible to ensure that work is backed up to prevent loss due to mechanical failure, accidental deletion, or a device reinitialization.
 - 7.4.3. USDB does not accept responsibility for lost or unsubmitted student work due to device malfunctions.

8. Acceptable Use

- 8.1. The use of a USDB device is a privilege and is terminated when a student is no longer enrolled with the school.
- 8.2. A device issued to a USDB student may not be transferred by the student to another individual.

- 8.3. Violations of this policy may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.
- 8.4. USDB reserves the right to review, monitor, and restrict information stored on or transmitted via USDB owned equipment and to investigate the appropriate use of resources.
- 8.5. USDB specifically denies any responsibility for the accuracy or quality of any information obtained via the Internet at USDB.
- 8.6. School Responsibilities
 - 8.6.1. Provide Internet and email access to its students.
 - 8.6.2. Provide internet filtering and monitoring to prevent access to material inappropriate for minors. This includes web access, email, chat rooms, and any other form of direct electronic communication.
 - 8.6.3. Provide data storage areas through Google Apps for Education.
 - 8.6.4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
 - 8.6.5. The school will be responsible for repairing devices that malfunction.
- 8.7. Student and Parent Responsibilities
 - 8.7.1. Use student devices in a responsible and ethical manner.
 - 8.7.2. Obey general school rules concerning behavior and communication that apply to student device use.
 - 8.7.3. Prevent damage to school equipment caused by the student's negligence, errors, or omissions.
 - 8.7.4. Immediately contact a teacher or an administrator about any security problems they may encounter.
 - 8.7.5. Monitor all activity on their student accounts.
 - 8.7.6. Turn off and secure their device after they are finished working to protect their work and information.
 - 8.7.7. Forward to a student's teacher or administrator any email containing inappropriate or abusive language or questionable subject matter.
 - 8.7.8. Return the student device to USDB at the end of each school year or upon transfer, withdrawal, suspension, expulsion, or enrollment termination for any reason on the date of termination.
 - 8.7.9. Replacement of lost or damaged charging cords, adapters, device cables, and headsets or earbuds.
 - 8.7.10. Device care and maintenance, including:
 - 8.7.10.1. Charging electronic device batteries and device readiness for school each day.
 - 8.7.10.2. Cleaning and protection of device cases furnished by the school with only normal wear and no alterations.
 - 8.7.10.3. Storage of headsets/earbuds in a way to prevent them from being tangled.

8.7.10.4. Immediately report the malfunction or damage to devices to USDB.

~~8.7.10.4.1. Students are responsible to pay the cost of an insurance repair deductible for damage caused by student misuse, neglect, or accident.~~

~~8.7.10.4.2. Students are responsible to pay the entire repair cost for devices that are damaged intentionally.~~

8.7.11. Immediately report a stolen device to USDB

8.8. Prohibitions

8.8.1. Illegal installation or transmission of copyrighted materials.

8.8.2. Any action that violates existing school policy or public law.

8.8.3. Accessing inappropriate materials. All material on the student device must adhere to the values and mission of USDB. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

8.8.4. Students must use good judgment and follow the [USDB Student Code of Conduct](#) when using a device camera. Students are prohibited from using illicit or sexually explicit photographs or videos or from using the camera in restrooms or locker rooms, regardless of intent.

8.8.5. Use of any Messaging services that cannot be monitored by USDB.

8.8.6. Use of non-educational games.

8.8.7. Use of third party applications or add-ons without prior approval from USDB.

8.8.8. Changing student device settings (exceptions include personal settings such as font size, brightness, etc).

8.8.9. “Jailbreaking” or other similar modifications of a student device.

8.8.10. “Spamming” or sending mass or inappropriate emails.

8.8.11. Gaining access to another student account, files, or data.

8.8.12. Use of the school’s internet or email accounts for financial or commercial gain or for any illegal activity.

8.8.13. Vandalism, meaning any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer virus or computer programs that can infiltrate computer systems or damage software components of school equipment.

8.8.14. Bypassing USDB web filtering or security mechanisms through a web proxy or any other mechanism.

8.8.15. Students are not allowed to use another student’s device.

9. Student Training

9.1. Teachers and other staff will educate students about appropriate online behavior, including interacting with others on social networking websites, in chat rooms, and cyberbullying awareness and response.

- 9.2. Students are expected to follow generally accepted rules of network etiquette, including but not limited to the following:
 - 9.2.1. Be polite. Do not become abusive in your message to others.
 - 9.2.2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - 9.2.3. Keep personal information, including logins, passwords, addresses, and telephone numbers confidential.
 - 9.2.4. Use school resources in a manner that does not disrupt service to other student users.
 - 9.2.5. do not upload, post, email, transmit, or otherwise make available any content that is unlawful, dangerous, or that may cause a security risk.

10. Loss, Theft, or Damage at Home

- 10.1. Parents are required to report theft of a device to USDB and to their local police department immediately. A copy of the report must be shared with USDB before a student device can be repaired or replaced.
- 10.2. Parents are required to work directly with their insurance agency to handle insurance claims.
- 10.3. Students will be held responsible for damage to their assigned devices, including but not limited to broken screens, cracked plastic pieces, inoperability, etc.
- 10.4. ~~Students are responsible for the actual replacement cost of lost items such as cases and cables.~~
- 10.5. ~~Students are liable for the full replacement value of a device if the cost of repairs exceeds the cost of purchasing a new device.~~

Utah Schools for the Deaf and Blind Student Device Acceptable Use Policy Parent/Guardian Policy

I hereby release USDB and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the student's assigned device to purchase product or services.

Some digital tools, websites, or programs require parent or guardian consent for children under the age of 13 or under 18, depending on the program. If an educational tool, website, or program is necessary to meet the learning standards of USDB, I give consent for my child to participate.

I understand that it is impossible for USDB to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

~~I accept that I am responsible to pay for the \$50 deductible if I must make a claim on the USDB provided insurance.~~

I have read and understood the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Printed Name: _____

Parent/Guardian Email: _____

Parent/Guardian Phone: _____

Parent/Guardian Signature: _____

Date: _____

Child's Name: _____

Utah Schools for the Deaf and Blind Student Pledge for electronic device Use

I will use my assigned electronic device in ways that are appropriate and meet USDB's educational expectations.

I will use appropriate language when using emails, journals, wikis, blogs, or any other form of communication. I will not create or encourage others to create discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.

I understand that my assigned device is subject to inspection at any time without notice and remains the property of the USDB.

I will follow the policies outlined in the Student Device Acceptable Use Policy while at school and at home.

I will never leave my device unattended and I will know where it is at all times.

I will protect my device by only carrying it while in the case provided.

I will never loan out my device or give my password to another individual.

I will not let anyone else use my device other than my parents, guardians, or teacher.

I will charge my device's battery daily and arrive at school with my device charged.

I will keep food and beverages away from my device since they may cause damage to the device.

I will clean the screen with a soft, anti-static cloth ONLY; no cleaners.

I will not disassemble any part of my device or attempt any repairs.

I will not place decorations (such as stickers, markers, etc.) on the device or device cover or do anything to permanently alter the device in any way.

I will not remove or deface the serial number or other identification on my device.

I will file a police report in case of theft, vandalism, or other acts covered by insurance and inform my teacher and the school office.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return my device, case, and power cords in good working condition.

I agree with the stipulations set forth in the above documents.

Student Name (Please Print):

Student Signature: _____

Parent/Guardian Name (Please Print):

Parent/Guardian Signature: _____

Serial Number: _____

USDB Property Tag Number: _____

Peripherals included:

Earbuds Cable Protective Case Charger (wall converter)

Utah Schools for the Deaf and Blind Teacher Electronic Device Use Agreement

Teachers wishing to use associated student devices with their students must complete the following requirements:

The intended users of these devices are students. Teachers will only be issued an iPad, Chromebook, or other adaptive technology devices when students in his/her assignment are issued the same device. Please note there are a limited number of devices. Teachers in self-contained classes may request a student device for each student. Outreach teachers may request one associated student device to be used to instruct students. Early Intervention Consultants may periodically check out a student device to be loaned to a family for instruction.

Teachers must meet the following requirements to obtain student devices for their class:

1. Complete an application for student devices use in the classroom.
2. Attend training on how to use the device. (Date to be announced.)
3. Provide quarterly reports about how the devices are being utilized in your setting.
4. Sign the "Electronic device Teacher Use Agreement"

All student devices are intended for classroom use. For those teachers wanting to send these home with students, parents/guardians and students must agree to the terms outlined in the USDB Student Device Acceptable Use Policy, attend technology Orientation, and sign the Student and Parent/Guardian pledge documents.

Educator Application for Student Devices

Name of the Educator: _____

Division: _____

Student device will be used in the following setting: Self-contained Outreach

Number of student devices requested: _____

Please provide a brief description of how the student device will be used:

Please list the apps you would like to use with your students:

Date attended Technology training: _____

I have read the USDB Student Device Acceptable Use Policy and will abide by the agreement in conjunction with USDB Internet Acceptable Use Policy. I further understand that any violation of the regulations outlined in these policies could be considered unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss or theft of my assigned device(s) due to my neglect is my responsibility.

Educator's Full Name: _____

Educator's Signature: _____

Date: _____