

## Grundy County Schools Responsible Use Policy (RUP)

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Internet access\* is available for all students only as an educational resource.

I will not go to websites that are not appropriate for learning.

I will inform a teacher immediately if any inappropriate sites are accessed while I am online.

I will not attempt to bypass the Internet filter to access a blocked website.

I will not remotely access computers outside the system's network.

\*Internet access is provided on-campus for all students. These policies also apply when using district-issued devices off-campus through other public or private networks.

The computer, software, wireless devices, and network are available for all students only as an educational resource.

I will treat the computers, all devices, and hardware with respect and not cause damage to them.

I will not share my usernames and passwords with anyone nor will I use another student's username and password.

I will not share my device, charger, or other school-issued equipment with others.

I will transport my device using my school-issued sleeve and handle my device using communicated procedures.

I will not access, alter, or delete another person's information/files on any computer or device.

I will follow copyright law in my projects and give credit to my sources (authors and/or websites).

I understand that teachers and administrators may monitor all student activities on the network and devices on and off campus.

I will not use the device to illegally distribute, install, or reproduce copyrighted materials.

I will not use the device to facilitate any illegal activity or use it for commercial or for-profit use.

I will not use the computer network to attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

I will not utilize school district or individual school names, logos, or trademarks without permission.

I understand that students are responsible for storing and backing up their own data.

School-issued devices are set-up, and the software programs are selected for all students only as an educational resource.

I will not download, install, or remove software/apps or media without permission and direction from a teacher.

I will not personalize the external appearance of my school-issued device.

I will not change the district settings on my device.

I will not remove the asset tag or any licensing tags or manufacturers stickers from the bottom of the device.

I will immediately notify my teacher, the building level technology coordinator, or designee if I identify a security problem or other issue on a technological resource, and I will not demonstrate the problem to others.

Good Digital Citizenship should be practiced on and off campus.

I will only use online communication (email, instant messaging, hangouts, blogs, wikis, etc.) for educational purposes on school-issued devices.

I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.

I will always use proper and appropriate language and my best writing skills (including adhering to copyright policies).

I will never give or post personal information (my name, address, telephone number, etc.) to someone online.

I will never use online communication to harass or bully anyone.

I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting content that is obscene, profane, pornographic, harassing, abusive, or considered harmful to minors.

I understand that I should not share or post pictures or recordings of other individuals without their consent (or parental consent for minors).

Personal Devices should be only used as an educational resource (cell phone, Kindle, iPad, etc.)

I will only use personal wireless devices at school with teacher permission and supervision or during designated times determined by the administration.

I will accept all responsibility if my device is lost, stolen, or damaged.

Teachers and administrators have a right to examine any personal device at any time.

My teachers and or my school may set additional requirements and restrictions for personal devices.

### School Email

Grundy County Schools may provide students with a closed-campus email account.

Email usage may be monitored and archived. There is no expectation of privacy with school email accounts.

### If I don't follow the RUP:

I may lose the privilege of using computers, personal devices, and/or the Internet at school.

I may lose the privilege of taking a device off-campus.

I understand that I may be held financially responsible for any deliberate or negligent damage to equipment and for loss or theft of the equipment while in my possession or when I am charged with its care (see below).

I understand that the administration will determine disciplinary and/or financial consequences for Responsible Use Policy (RUP) violations.

I understand that certain willful misuse may result in criminal prosecution under applicable state and federal law.

### School-Issued Device Usage and Charge Information

The usage charge will be used for the repair and maintenance of the devices under normal use. The usage charge will NOT cover willful, deliberate, or negligent damages. Damage caused in these manners would be the financial responsibility of the family (repair or replacement cost). The following are examples of willful, deliberate, or negligent damage. This list is not intended to be all-inclusive; each case will be investigated by administration.

Cosmetic damage including, but not limited to scratches, dents, and broken areas around ports.

Damage resulting from leaving the device, chargers, or other accessories unattended (including loss).

Damage caused by service performed by someone who is not an authorized representative of GCS.

Damage caused by the use of products (such as chargers) not provided or authorized by GCS.

Damage to consumable parts (such as batteries) unless damage has occurred due to a defect in materials or workmanship.

Damage as a result of improper handling or storage (leaving in an unsafe place such as in a car or accessible to pets, dropping the device, using food and drink near the device, etc.).

Damage caused by operating the product outside the permitted or intended uses described by the manufacturer.

Damage resulting in a broken screen.

Damage as a result of a RUP violation.

Loss or theft is also not covered by the usage charge. Loss or theft should be reported to appropriate school personnel the next school day.

## Responsible Use Policy and Web Applications Guide Signature Page

Legal ownership of device belongs to Grundy County Schools (“GCS”). The student’s right to use and possess the device is determined Grundy County Schools. The failure to timely return the property and the continued use of it for non-school purpose without the school system’s consent will be considered unlawful appropriation or theft of the school system’s property.

If the device is intentionally or negligently damaged, lost, or stolen, the student/parent is responsible for the cost of repair, current replacement cost of the device, or its fair market value. Damage includes the removal of the asset tag and the windows licensing tag from the bottom of the machine. Loss or theft of the device must be reported to the GCS District by the next school day. Payment for broken, lost, or stolen devices shall be under terms reasonably agreed upon between GCS and the parents. In the event GCS has to resort to legal action to recover an electronic device or payment for damage, destruction, loss or theft of such a device from parent(s) or guardian(s) of a student, the undersigned parent or guardian agrees to pay the reasonable attorney’s fees and costs of GCS incurred in such effort.

As the parent/guardian, my signature indicates I agree to abide by the conditions listed in the GCS Responsible Use policy (RUP). Failure to honor the terms of this Policy may result in the denial of Internet and other electronic media accessibility. Furthermore, the student may be subject to disciplinary action, and, if applicable, the device may be recalled. I give my permission for my child to have access to the described electronic resources and have access to the Internet, including an email account.

Parent/Guardian Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

As the student, my signature indicates that I have received, read, and agree to follow the GCS Responsible Use Policy. I agree to the terms and conditions outlined and in return will have conditional access to the described electronic resources, including an email account.

Student Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Asset Tag #	Serial #	Charger
Asset Tag #	Serial #	Charger

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## Media Release Notification

In compliance with the federal Family Educational Rights and Privacy Act (FERPA, <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), Grundy County Schools notifies parents annually about release of student information (Parent/Student Handbooks, District Website, and/or this RUP). The following applies to release of information to the media or other publically available information sources:

1. **GENERAL MEDIA RELEASE**: The school or district may feature my child's likeness (photograph, video, etc.) and/or work on Grundy County Schools' online resources, in publications, or other public media. No last names or other personal demographic information will appear with any student likeness or work except as set forth below.

2. **EXCEPTION for HONORS and AWARDS and ATHLETICS**: For the purpose of publically recognizing students for honor and awards, the school district will assume implied consent to release student information (including first and last name) unless a parent or guardian notifies Grundy County Schools within ten (10) calendar days after the first day of school (or the first day of enrollment). Student information related to honors and awards may appear in broadcast, print or digital media, in both district and non-district information sources.

3. **PARENTAL APPROVAL for UNIQUE SITUATIONS**: Should the school or school district wish to use a student's full name, image or work for purposes other than as noted above, school officials will seek parental approval in advance.

Your signature below signifies you have been notified of the administrative procedures outlined above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\*Should a parent or guardian wish to go beyond the limits set above and further restrict use of a student's first name, image or work, please provide a signed copy of the RESTRICTED MEDIA RELEASE form (found on the district website or available in the school office).