White Pine County School District
Responsible Use of Information Technology Resources Guidelines

White Pine County School District encourages the use of 1:1 devices and the network, including the internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The purpose of this document is to communicate the importance of using the White Pine County School District computer network appropriately, protect the integrity of the system, and safeguard the District and users from inappropriate material and use. Before a Chromebook/mobile device can be issued for use, and before accessing the school network via a personal electronic device, students and parents or guardians must sign the "Responsible Use of Information Technology Resources Acknowledgement and Consent Form" and the "Chromebook/Mobile Device Student User Agreement." These forms must be completed at entry to a new WPCSD school. They are in effect as long as the student remains at that school.

The computer resources (systems) utilized within the WPCSD Network are provided to WPCSD employees, registered students and specifically identified parents of registered students and school district volunteers (i.e. PAC members, etc.) approved by the Technology Committee and Superintendent. The policy, procedures, and information within this document apply to all District-owned Chromebooks/Mobile Devices used in, out of, District schools, including any other device or personal electronic device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom(s).

WPCSD reserves the right to unilaterally amend this agreement. Notice will consist of a written or an email announcement sent to all registered users or posted on the email news. Use of WPCSD systems after the effective date of the amendments constitute acceptance of the new terms.

Students are expected to abide by the following rules and behavioral expectations, while using any device within the school:

Use of Equipment
1. The school Chromebook/Mobile Device is to be used for educational purposes only.
2. The use of the Chromebook/Mobile Device must not violate the parent/guardian/student signed "Acknowledgement and Consent" form.
3. Student may not destroy, deface, or alter Chromebook/Mobile Device equipment, identifying labeling, or files not belonging to the student.
4. Student may not remove district installed software (Apps) from the Chromebook/Mobile Device or may not install software (Apps) that is not approved by administration or teachers. WPCSD reserves the right to remove software (Apps) from, or add software (Apps) to the Chromebook/Mobile Device at any time.
5. Students have an obligation to protect the equipment assigned to them. Damage beyond "normal wear and tear" will result in a financial obligation to the school for any

repair or replacement costs according to the "Chromebook/Mobile Device Student User Agreement Form."

The Network

1. Online chat rooms, message boards, forums, etc., may not be accessed by students within the WPCSD network without prior consent from a teacher, or person monitoring the internet use.

2. Engaging in online activities, while within the WPCSD network, that are in violation of this policy will result in automatic termination or suspension of the student's network/internet privileges in accordance with WPCSD policy.

3. Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule, or bully another person is considered harassment and will have consequences per the Parent/Student Handbook progressive discipline plan, WPCSD bullying policy, WPCSD sexual harassment policy, and any other applicable policy and /or statute.

4. Students may not change, alter, bypass, or attempt to bypass any technology security measures, including filtering internet sites.

5. Students will be provided with a username and password. It is a violation of this policy to share your password with anyone else, or to access any account belonging to other students, faculty, or staff. All users agree to accept full responsibility for the security, confidentiality, and use of their passwords and for any and all sites accessed with their passwords.

6. WPCSD will be monitoring all devices belonging to the district. Files created using the Chromebook/Mobile Device or other school equipment, or stored in school servers, are not private. WPCSD reserves the right to search district assigned internet services accounts, such as Google or First Class email, accessed with school equipment, if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of technology devices will result in loss of network/internet privileges, and other consequences as per the Parent/Student Handbook progressive discipline plan and any other applicable policy and/or statutes.

7. WPCSD does not guarantee the safety of individual account holders' files. Users are encouraged to make backup copies of their files.

8. Computer resources (systems) are primarily for research and academic use; personal email (for staff only) and other personal internet use is allowed so long as the use is non-profit, legal, does not interfere with the primary use of the system in any way, and the use conforms to all other use rules in this document.

9. Users are prohibited from sending or storing any material that is licensed, proprietary, or otherwise covered under the non-disclosure agreements.

10. A student who accidentally accesses an inappropriate site must inform a teacher or the principal at his/her school within 24 hours in order to verify that the access was a mistake and in order to avoid possible disciplinary action for accessing a prohibited site. An adult who accidentally accesses an inappropriate site must inform a building principal or the Superintendent within 24 hours in order to verify that the access was a mistake and to avoid possible revocation of the account access.