

Electronic Resources

Cove School District 15

Cove Charter School

The Cove School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Cove School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. These procedures are written to promote appropriate and responsible technology use in support of the mission and goals of the Cove School District and its schools. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.

Responsibilities

- Use of the electronic resources provided by the Cove School District is an expectation and a privilege. Where they are available, these resources are offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of these procedures.
- All use of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the Cove School District and Cove Charter School.
- Students are not to delete any emails, internet history, temporary files, or anything else that may be used to determine acceptable use of Cove School District electronic resources.

Acceptable Use

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- With parent permission, posting of student-created original educational material, curriculum related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed. This includes files stored in Google Education Apps online storage.

- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

Unacceptable Use

- Providing unauthorized personal information such as an address or phone number.
- Contributing to cyberbullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use.
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
 - Chatting: During class, students may not use any chat, instant messaging, or collaboration program to communicate with others through the computer network unless a teacher or administrator expressly authorizes them to do so. This prohibition includes the use of e-mail during class time.
 - Audio: Because computer audio can be distracting and disruptive, the volume setting on the laptops should be completely turned off while students are on campus unless headphones are being used. Headphones may not be used during class time unless specifically approved by teacher.
 - Games: Because online gaming uses significant bandwidth and this is a limited commodity, no gaming is allowed using school resources unless it is of an educational nature and assigned to the student by a teacher.
 - Downloading: Downloading large files over the Internet should be avoided during school hours. Users should not deny or interfere with service to other users by “resource hogging.” Behavior that may cause excessive network traffic or computing load is not permitted.
- Printing of unnecessary material is wasteful of both paper and toner and is not acceptable. Please print only what is required for classes.
- No computer programs (executables), MP3’s, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through e-mail, as well as setting up “servers” on a student’s laptop or by any other physical or electronic means. Also, students should not download copyrighted MP3’s or non-shareware programs. The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Cove School District electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without

the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network.
- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes.

Email Etiquette And Use

- As a rule, one should never say something through e-mail that he/she would not say in person or would be embarrassed to see printed in a newspaper.
- In addition, personal or highly charged exchanges are best handled in person. Generally, e-mail should be reserved for the exchange of information and not for emotional correspondence.
- Anonymous e-mail is prohibited.
- All correspondence should be courteous and appropriate.
- Users should not send out bulk e-mail, including chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Any email that is sent out to a large group of students, community members, or staff needs to be approved by a staff member beforehand.

Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to electronic resources procedures as well as with the mission and goals of the Cove School District.
- Staff should make reasonable efforts to become familiar with the electronic resources and their use so that effective monitoring, instruction, and assistance may be provided. Staff should report any misuse to their supervisor.

Cove School District Rights and Responsibilities

- The Cove School District recognizes its obligation to protect the well-being of students in its charge. To this end, the district retains the following rights:
- To log electronic resource use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate including the right to determine who will

have access to Cove School District-owned equipment.

- To exclude those who do not abide by the Cove School District's electronic resources policy or other policies governing the use of school facilities, equipment, and materials.
- To restrict electronic resource destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA. Other objectionable material may be filtered. The determination of what constitutes “objectionable” material is a local decision determined by the District's educational goals.
- The Cove School District reserves the right to log in to school provided student email accounts, school provided online storage, or designated local server storage in order to monitor appropriate student use of electronic resources.
- The Cove School District also reserves the right to examine other student email, online storage, local storage, or portable storage that has been accessed via District resources.

Disclaimer

- The Cove School District cannot be held accountable for the information that is retrieved via electronic resources.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications.
- Network administrators have access to all email and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- The District reserves the right to monitor, inspect, copy, review, and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access; and any and all information transmitted or received in connection with network, district-owned equipment, and/or email use.
- All such information files shall be and remain the property of the District, and no student or staff user shall have any expectation of privacy regarding such materials. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Oregon.
- Tape backup is made of all server storage for the purpose of public disclosure requests and disaster recovery. Barring power outage or intermittent technical issues tape backups are made of staff and student files on District servers for recovery of accidental loss of deleted files. Recovery is not guaranteed.
- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- From time to time, the Cove School District will make determinations on whether specific uses of electronic resources are consistent with the Electronic Resources policy.
- The Cove School District will not be responsible for any damages users may suffer, including

loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.

- The Cove School District makes no warranties (expressed or implied) with respect to: The content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information; Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources.
- The Cove School District reserves the right to change its policies and rules at any time without notification.

Laptop Procedures and Rules

The Cove Charter School students and families must understand that they:

- are loaned a laptop which remains the property of the Cove Charter School.
- have an extraordinary opportunity to explore and use a variety of resources.
- have the privilege of access to the school network and the Internet which is tied to responsibilities.
- must follow all guidelines set forth by staff.
- are held accountable to all school, district, local, state, and federal laws.
- will have any and all activity on the computer/network tracked.

General guidelines:

- Use of the laptop must support education.
- All regulations are in effect before, during, and after school hours, for all computers.
- Students should not connect laptops to Ethernet jacks at school unless instructed to do so by a staff member.
- Laptop use in detention is prohibited.

General reminders:

- All student use of computers, or other technology should be in support of their education.
- All use of technology must comply with the District Policy
- All use of the Internet must comply with district guidelines.
- No filter is as reliable as adult supervision. Parents are responsible for monitoring student laptop use at home, especially Internet access.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws.
- Students are expected to bring their laptops to school with them and to take them home each

afternoon.

- Students may only log in under their assigned username. Students may not share their password with other students.
- Students are expected to care for the laptops. If a laptop is deemed to be intentionally damaged, the student may be subject to discipline and the student/parent will also be responsible for the full cost of the laptop repair.
- Students are expected to report any damage to the computers immediately. Spot inspections of laptops will occur regularly. Students who do not report damage or abuse will be subject to both fines and discipline.
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.

Liability

If the laptop is not returned or is intentionally damaged, the student is responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed and provided to the school. Failure to report the theft to the proper staff and follow the proper filing procedure will result in a full fine to the student. If the laptop is lost because of negligence, the student is responsible for the full replacement cost of the laptop.

Repossession

If you do not timely and fully comply with all terms of this agreement and all district policies related to use of the laptop, the district reserves the right to confiscate the property at any time.

Equipment evaluations

Spot inspections of the laptops will occur regularly by staff. Students with damaged laptops who fail to report the damage will be subject to fines (up to the amount of repairing the damage) and to discipline.

Laptop use and care

- Always carry your laptop in the provided sleeve or an appropriate case or backpack.
- Use caution when carrying your laptop in a crowded hallway.
- Do not pick a laptop up by the monitor.
- Close the laptop lid whenever you are not using it, or if you are moving it around.
- Never leave the laptop unattended in the hallway for any reason.
- When placing your laptop in a locker, hang it on a hook, or set it on its side. Never pile items on top of your laptop.
- When placing your laptop on a table or desk, gently position it on the surface. Do not slam/swing the laptop onto the surface. Center the laptop on desks or tables to avoid it being bumped and falling to the floor.
- Keep your volume muted unless directed by a teacher.
- Lock (Window + L) your laptop when it is not in use.
- When moving between classes, put your computer on Standby.
- When leaving for the day, completely shut down your laptop.
- If at all possible, do not leave your laptop in the car. If you must leave it, lock it in the trunk or

somewhere out of view.

- Protect your laptop from exposure to extreme heat or cold.

Students are prohibited from:

- Putting stickers on the laptops, batteries, or chargers.
- Defacing Cove School District-issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptops. If such action occurs, the student will be fined the cost of repair.

Although Cove School District has a very trusting and open campus and will strive to continue to maintain such a community, reality dictates that our students must take responsibility for ensuring the security of their laptops. Laptops must be accounted for at all times and should never be left unattended or misplaced. If not directly attended to by the students, laptops shall be locked in the student's locker. A time of special concern is after the academic day, when students are engaged in after-school activities. All unsecured laptops will be picked up by school personnel and may be reclaimed from the administration. (Backpacks and other carry cases that are left unattended will be confiscated also. If found to contain a school laptop, the same disciplinary measures will be taken as if a laptop was left unattended without a case.) The only exception to this practice will be if a teacher instructs a student to leave their laptop.

To promote student responsibility and to increase laptop security, the following policy is in effect:

- If a laptop is picked up by school personnel, the student will be issued a detention.
- A second offense will result in a half day of in-school suspension and a phone call will be made to parent.
- Further instances may result in ISS or loss of laptop access for a period of time beginning with one week. During such a time of inaccessibility, students will need to use lab computers or a desktop in the classroom.

Electronic Resources Discipline Procedures

In the event that a student violates any portion of the Cove School District Electronic Resources policy, the following discipline hierarchy will be applied. All disciplinary sanctions related to technology are intended to be progressive in nature. School administrators reserve the right to apply any school sanction that is deemed appropriate for the offense. Internet History, Temporary Files, and Email checks will occur randomly to ensure student safety. These checks may also occur if there is suspicion of inappropriate use of electronic resources.

- All activity on the computer/network may be viewed and traced
- If students violate any portion of the acceptable use policy or appropriate use guidelines, discipline will be applied.

Verbal Warnings may be give if:

- The offense occurs infrequently, has just begun, or is not particularly troublesome
- The student deserves another opportunity to improve behavior
- Verbal warnings are to be received respectfully or discipline may escalate

Further Discipline Action may be taken if:

- The student puts any technology item at risk of damage, loss, etc.
- The student demonstrates through repetitive behavior that verbal warnings were not effective
- The student needs more time or a review of skills before being trusted with use of district-owned equipment or systems
- The student violates acceptable use agreement or district policy or guidelines
- The student violates local, state, or federal laws
- This discipline may include detention, suspension of laptop access, suspension of all computer access, in-school suspension, out-of-school suspension, or expulsion.

Additionally:

- Students may not use any other school laptop during the discipline action
- Homework must always be completed regardless (desktops may be used in class or in a supervised lab setting as needed)

Student must prove to be trustworthy before earning their privileges back!

Cove School District Acceptable Use Policy Agreement

Student User Agreement:

I have read the Electronic Resources Policy and agree to use all district electronic resources as outlined in the policy.

Name (please print) _____

Signature _____ Date _____

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above-named student to:

(Initial appropriate items)

_____ Participate in the laptop program

_____ Access the Internet

_____ Have his/her picture published on the school or district web site (identified by first name only) for special recognition

_____ Have his/her quality work samples published on the school web site

These permissions are granted for an indefinite period of time. Students and parents may file a revised permission form at any time.

Name of Parent/Guardian (please print) _____

Signature _____ Date _____