

Addendum to Ironton Elementary School 2020-2021 Student Handbook

Acceptable Use Policy for District Issued Devices

Cost for Repair

The following is the monetary cost for the repair of district issued 1:1 devices. The fee(s) imposed are separate from potential disciplinary actions as outlined in the student handbook.

- For first offense: at no cost
- For second offense: \$25 fee for repair
- For third offense: \$50 fee for repair
- For fourth offense: loss of privileges for the remainder of the school year

Cost for Replacement

The following is the monetary cost for the replacement of any portion of district issued 1:1 devices and/or accessories. The fee(s) imposed are separate from potential disciplinary actions as outlined in the student handbook.

Item Type	2019-2020 School Year	2020-2021 School Year	2021-2022 School Year	2022-2023 School Year	2023-2024 School Year
<i>Carry Bag</i>	\$21.50	\$17.20	\$12.90	\$8.60	\$4.30
<i>AC/DC Charger</i>	\$37.95	\$30.36	\$22.77	\$15.18	\$7.59
<i>Chromebook</i>	\$240.00	\$185.00	\$130.50	\$76.00	\$38.00
<i>Total Loss (all 3 components listed above)</i>	\$277.95	\$215.36	\$148.27	\$91.18	\$45.59

General Statements

- Student issued devices are for educational purposes only. Students are subject to the same rules and regulations off-premise as well as during regular school session.
- The student is responsible for the daily care of the chromebook. Report any problems to a staff member within one school day. Do not attempt to remove, add, or change the physical structure of the laptop, including keys, memory, battery, screen, charger, ID labels, etc.
- All activity over the network or using district technologies may be monitored and retained.
- School owned equipment are not to be used to make sound recordings, take pictures, and/or video of other person(s) without the consent of all persons being recorded.
- Food and/or drinks are prohibited around district owned equipment at all times.
- District owned equipment should be handled with care. Devices should be properly shutdown and secured in the carry case prior to transiting from from location to location.
- District owned equipment should never be left in a car or any unsupervised area. Students should not leave their devices in their locker overnight.
- Students are responsible for keeping their device's battery charged for school each day.
- Only the device and accessories should be placed into the carry case to prevent excessive wear and tear.
- No peripherals should be inserted into the school owned equipment. This is to include, but not limited to, removable media and cell phones.
- Students are prohibited from any attempt to download, install, and/or make any digital modifications to district owned equipment.
- Students are prohibited from applying any temporary and/or permanent markings, stickers, decals, and/or writing of any kind on school owned equipment including carry cases.

- Students may be selected at random to provide their laptop for inspection.

Security/Safety

- Do not share personal details, contact details, or a schedule of activities.
- Credentials including usernames and passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password.
- Each student is ultimately responsible for school owned equipment while being used by the student.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students will recognize and follow established laws regarding copyrighted materials. This includes, but is not limited to, downloading music, images, videos, and written documents that are copyrighted.

Network Etiquette/Digital Citizenship

- Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is unacceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
- Using technology of any form to degrade, embarrass, insult, bully, etc is strictly prohibited.
- Students will never communicate any personal identifiable information (PII) with any individual who is not validated as a staff member of Ironton City School District.

Consequences for Inappropriate Use

- The consequences listed below are examples of possible consequences. Teachers, administrators, and technology personnel will determine the appropriate consequence based on the severity of the infraction. Possible consequences may include, but are not limited to:
 - Loss of network and computer privileges which may include
 - Restriction to school day use only OR
 - Restriction to use only in classroom under direct teacher supervision OR
 - Complete prohibition on the use of school computers or the computer network
 - Detention
 - Suspension/alternative school and Expulsion