

Oak Ridge Schools Technology

AccessOR | Acceptable Use

District Board Policies and Procedures

The Board of Education policies that are relevant to the use of Technology Devices include:

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The Board of Education policies that are relevant to the use of Technology Devices include:

[4.406: Use of Internet](#)

[6.309: Zero Tolerance Offenses \(Electronic\)](#)

[6.311: Care of School Property](#)

[6.312: Use of Personal Communication Devices and Electronic Devices](#)

[6.709: Student Fees and Fines](#)

Network and District Resources

The purpose of the Oak Ridge Schools district network is to support education, particularly in the areas of research and communications, by providing access to a multitude of electronic resources and the opportunity to collaborate with other individuals and groups. Computers and networks can provide access to local resources, as well as the ability for worldwide communications. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computer network, and observe all relevant laws and regulations.

All users are subject to existing laws (federal and state) and Oak Ridge School district policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Users are expected at all times to base their actions on rules of common courtesy and respect for others. Misuse of computing, networking, and information resources may result in the loss of computing privileges and/or other appropriate disciplinary actions up to and including suspension or expulsion. Additionally, misuse can be prosecuted under applicable statutes. A specific example – illegal reproduction of software protected by United States Copyright Law is subject to civil damages and criminal penalties.

Privacy

All users are warned that no guarantee of privacy exists in the use of Oak Ridge School district technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using district resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Superintendent may review files, observe screen activity, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel will endeavor to monitor on-line activities of individuals who access the Internet via a school-owned computer. Under certain circumstances, the school may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit.

Respectful Conduct

Users of the Oak Ridge Schools technology resources are expected to respect district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or

negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers. With these guidelines in mind, students should:

- Use assigned devices as required by instructors.
- Be considerate when using scarce resources (scanners, printers, paper and bandwidth)
- Always log off of computers before leaving the lab or classroom.
- Avoid deliberately disrupting system performance or interfering with the work of another user.
- Leave equipment and workspace in good condition for the next user/class
- Report equipment problems immediately to instructor or network administrator.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food, drink and gum.

Responsibilities

- Users will accept the responsibility for all material sent from and/or stored in their account.
- Users will not download copyrighted software, inappropriate text and graphic files, or files dangerous to the integrity of the network.
- Users will regularly delete electronic messages and any unnecessary files to limit the storage space being utilized by their account.
- Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district's security system.
- Users will not use the district's electronic technologies in such a way as to disrupt the use of the system by other users.
- Users have the responsibility to report inappropriate use of the network and violations by others to the Network Account Manager.
- Users will limit the storage space utilized on network servers to the maximum amount established by the network administrators.

Misuse

Examples of misuse include, but are not limited to, the activities in the following list:

- Using a computer account, other than your own, that you are not authorized to use.
- Obtaining a password for a computer account, other than your own.
- Gaining unauthorized access to any computer system.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Demonstrating a suspected security violation to other users.
- Attempting an unauthorized login to any school system computer on the network as a system administrator.
- Causing a security risk or having a history of problems with other systems.
- Knowingly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Using the district's electronic technologies to vandalize, damage or disable the property of another person or organization.

- Attempting to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means.
- Attempting to circumvent data protection schemes or take advantage of security loopholes for inappropriate uses.
- Violating terms of applicable software licensing agreements or copyright laws.
- Using the district’s electronic technologies to engage in any illegal act or violate any local, state or federal laws, including downloading copyrighted material.
- Wasting computing resources; such as, but not limited to: leaving unattended processes running; downloading, transferring and/or storing material that might be considered to be sexually explicit or vulgar.
- Using electronic mail to harass others, including but not limited to, the use of vulgar or offensive language and terms.
- Accessing, reviewing, uploading, downloading, completing, storing, printing, posting, receiving, transmitting or distributing:
 - Pornographic, obscene or sexually explicit material or other visual depictions; obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
 - Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others.
 - Masking the identity of an account or machine.
 - Posting materials that violate existing laws or Oak Ridge School district policies.
 - Sending chain letters over the network or “broadcasting” messages to lists or individuals which would cause congestion of the networks or otherwise interfere with the work of others.

Parent/Guardian Consent

We recognize that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent/guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent/guardian and student must consent to the student's independent access to the Internet and to monitoring of the student's communication by school personnel.

Cyberbullying

Students should not use the Oak Ridge School district network or Internet access to make, distribute or redistribute jokes, stories or other material which is based on slurs or stereotypes relating to race, gender ethnicity, nationality, religion or sexual orientation. As a district, we teach our students to identify various safety risks when online, including cyberbullying.

Per release of the FCC (Federal Communications Commission) and CIPA (Children’s Internet Protection Act), students and staff shall not use cell phones, instant messaging, e-mail, chat rooms, social networking sites, or other type of digital technology to bully, threaten, discriminate, or intimidate

others. If a student or staff member receives a text, e-mail, blog comment, social network post, or message that makes them feel uncomfortable or is not respectful, they must report the incident to the school administrator or building designee, and they must not respond to the comment. Also prohibited is “cyber baiting”, a term used for students deliberately provoking a teacher until they lose their composure in order to capture video that is then posted in a public forum online.

Personal Safety

Also per compliance with CIPA, the Oak Ridge School district will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic or harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. School personnel will monitor the online activities of students through direct observation and/or technological means. Social networking resources will be for educational purposes only and will be conducted with proper supervision. This shall include the teachers having documentation of the students’ usernames and passwords on file and being able to monitor the accounts. No personal addresses, personal phone numbers or last names of students will be permitted to be given out on the Internet. A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her student goes on the Internet.

Students will be instructed in safe and responsible use of the Internet using readily available and age appropriate tools and information as the curriculum permits. Monitor your child’s home use of the Internet with the technology device. Parents and children should discuss these internet safety issues, which will also be addressed through iSafe, NetSmartz, Common Sense, and other online safety programs. We recommend providing a place in an open area of your home, such as the kitchen or family room, where the technology device will be used. Use the internet with your child to help develop safe internet habits. Frequently ask to see your child’s technology device and ask how it is being used. Review with your child the programs installed on the technology device and ask them what each program does. Do not hesitate to contact your school if you have any questions or concerns about the technology device. Discuss why net etiquette is an important part of being a good online citizen, including how to appropriate use of language and graphics. It is important to emphasize not to swear, use vulgarities, suggestive, obscene, belligerent threatening, or otherwise offensive language.

Social Networking/Web 2.0

Oak Ridge Schools users with access to or using Web 2.0 products including but not limited to blogs, wikis, podcasts, Google applications and social networking sites as part of their student assignments are required to keep personal information out of their postings. Users must understand that revealing personal information can increase online security risks. Have students identify various security risks when online such as scams, spam, and identity theft and become familiar with the dangers and benefits associated with online social networking. All activities are limited to usage in association with activities of Oak Ridge Schools. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Users are expected to treat others and their ideas online with respect.

Creation of Web-Accessible Materials

Web authors will not present copyrighted images, music or text on Web pages without specific written permission from the copyright owner. Students should properly credit non-copyrighted images, music

and text to the author and retain materials that establish authorship and the lack of copyright. All Web pages are subject to initial approval and on-going review and should reflect the mission and character of the District and school. All Web pages that reside district web servers shall reflect the character and mission of the district, school or school group creating or maintaining page. Pages shall have a clear purpose and contain meaningful information. All web pages that become a part of the Oak Ridge Schools website must be created in the context of a course and under the supervision of an instructor.

The Website cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page. Links from pages housed on the Oak Ridge Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited. Students and staff will not post or release student family name, password, user name, email address, home address, or other information that could help someone locate or contact a student in person. Caution will be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students.

Copyright Laws

Educational multimedia projects which incorporate portions of copyrighted works under these guidelines may be used for educational purposes and for curriculum-based learning activities.

Students:

- Must seek individual permissions for all copyrighted works incorporated in their personal multimedia projects before reproduction and distribution.
- May incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course, for one-time use (i.e. not accessible electronically via the web or broadcasted).
- May perform and display their own educational projects in the course for which they were created and may use them in portfolios as examples of their academic work or for job and college entry interviews.
- Are advised to exercise caution in using digital material download from the Internet in producing their own projects because there is a mix of works protected by copyright and works in the public domain on the network. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted to the Internet without initial authorization of the copyright holder.



AccessOR 1:1 Devices

Expectations

Receiving a Technology Device

System-wide training will occur for each school's student device deployment.

- Parents/guardians are required to attend and/or view a training for all students who receive a technology device.
- Parent/guardians and students must sign the Oak Ridge Schools Technology Device Agreement online before the device can be issued to the student.
- Students will use technology devices in a manner consistent with all Board of Education policies, district procedures and school rules.

Students will not receive their technology devices until their parents/guardians have attended and/or viewed a training session and signed the appropriate paperwork.

Returning a Technology Device

- The individual's school technology device and accessories (technology device and charger, as well as protective covering provided by the school, and a stylus in some grade levels/courses) must be returned to the school at the end of each school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school technology device on the date of termination.
- Students who transfer from one school within the district to another school in the district must turn in their devices before transferring. The devices will be checked for damage and then will be sent to the student's new school by the Technology Department.
- If a student fails to return the technology device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be subject to the replacement cost of the device. The technology devices are property of Oak Ridge Schools.
- The student will be responsible for any damage that the student causes beyond required usage of the technology device, charger, protective covering, and/or stylus (if applicable). The student/parent/guardian will be charged for any needed repairs, not to exceed the replacement cost of the technology device.
- If the student/parent/guardian has unpaid penalties, a student transcript can be withheld; alternatively, the new school will be notified about the penalties.

Throughout the remainder of this document, the term Technology Device includes the device, charger, protective covering, and stylus, if applicable. A bag strap will be issued upon request.

Technology Device Use

- The care of the district technology device is the student's responsibility. Students should not lend their technology device to another person. If a student lends their device to another, the student who lent the device is responsible for any damages that take place as a result. Each technology device is assigned to an individual student and the responsibility for the care of the technology device rests solely with that student.
- Students should never leave their technology device unattended unless requested to do so by a staff member. When not in a student's possession, it should be in a secure, locked environment.
- Students need to charge their technology device each night at home so that it is fully charged when they arrive to school each day.
- If a student is a day user, the student must pick up his/her device before school or during breaks between classes and return the device at the end of the day.
- Failure to bring the district issued technology device (no personal home device) or other class materials does not release a student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including the technology device, progressive discipline procedures will be followed.
- The technology device is the property of the Oak Ridge Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a technology device.
- Each technology device has a unique serial number and asset tag. Students should not modify or remove the tag. If a label has been damaged or has fallen off, the student must return the device to Student Helpdesk so that a new label can be made and placed on the device.
- Students should not write on, draw on, or add stickers or labels directly to the technology device. No other form of tampering will be permitted.
- It is the student's responsibility to back up projects and content.
- Students may add music subscription services to their computer if their parents agree. This information may be inspected on the technology device and inappropriate, graphic, or offensive material may be removed.
- If a student's technology device is not working or is damaged, the student **must** report the problem immediately to the Student Helpdesk.
- If a student's technology device is lost or stolen at school, the student **must** report the loss immediately to the school administration. If a student's technology device is lost or stolen outside of school, parents/guardians must report the loss immediately to the local police and obtain a police report. If student's technology device is lost or stolen at an unknown location, please treat it as if it had been lost or stolen outside of school.
- Students are responsible for using the technology device according to school and district policies and procedures.

Technology Device Guidelines

Care and Maintenance

- Technology devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up.
- Students will use the school issued protective covering at all times.

- When carrying the device to and from school campus, it is expected that the device will be placed in a backpack, bag, or other carrying case.
- It is recommended that if students use a backpack, then the technology device should always be placed in the backpack with the port side facing up.
- Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should not leave their technology device in a vehicle for extended periods of time during hot or cold weather. Students should not leave their technology device outside.
- Liquids and food should not be used/consumed in the vicinity of the technology device.
- The device should not be in a place where someone could accidentally sit or step on it.
- Devices can be tripping hazards when they are charging. Please be very careful to charge your device in such a manner that others will not trip over the wire.

Cleaning the Technology Device

- Cleaners, sprays, alcohol, ammonia or abrasives should not be used on the technology device.
- Technology devices should be cleaned with a soft, lint-free cloth.

Bed Bug Protocol

- In the event that a bed bug is found on a student technology device, the device will be collected from the student and given to a Tier 1 technician for treatment.
- School Administrators will give the parent/guardian a "Consent to Treat" form to be signed and returned to the Technology Tier 1 Technician.
- The technology device will be treated with Proof® Bed Bug and Dust Mite Killer.
- The entire treatment process will take approximately 2 hours or less to complete.
- Once the treatment is complete, if the "Consent to Treat" form has been signed by the parent/guardian and returned to the Tier 1 Technician, the student's device will then be returned to the student.
- If the parent/guardian consent form has not been signed and returned, the student will become a day user of the device until the form is signed and returned to the Tier 1 technician.
- The device will be re-treated every two weeks until school administrators have deemed the home as cleared.

Technology Device Parent/Guardian Guide

The following are suggestions to promote safe use of the technology device in your home.

- Monitor your child's home use of the Internet with the technology device.
- Provide a place in an open area of your home, such as the kitchen or family room, where the technology device will be used.
- Use the Internet with your child to help develop safe Internet habits. One suggested resource is NetSmartz at <http://www.netsmartz.org/internetsafety>.
- Frequently ask to see your child's technology device and ask how it is being used.
- Review with your child the programs installed on the technology device and ask them what each program does.
- Do not hesitate to contact your school if you have any questions or concerns about the technology device.

Maximize Battery Life

Students should use the technology device in a way that maximizes its battery life.

- **Energy:** The Energy Saver control panel offers several settings that determine power levels for the technology device. The technology device knows when it is plugged in and runs accordingly. When on battery power, it will dim the screen and use other components sparingly. If you change this setting to maximize performance, your battery will drain more quickly.
- **Brightness:** Students should dim the screen to the lowest comfortable level to achieve maximum battery life. For instance, when watching a video in a dark room, you may not need full brightness.
- **AirPort Wireless:** AirPort consumes power, even if you are not using its features to connect to a network. You can turn it off in the control panel to save power.
- **Bluetooth Wireless:** Likewise, you can turn off Bluetooth to maximize your battery life, as it also consumes power when not in use.
- **Applications and peripherals:** Disconnect peripherals and quit applications not in use.

Repair and Replacement Guidelines

The following is designed to be a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. Typically, issues will arise over one of the following: Theft, Non-preventable Damage, Preventable Damage/Negligence, and Willful Damage/Recklessness.

Theft/Non-Preventable Damage

For Theft:

- The theft **must** be reported as soon as possible.
- An administrator will meet with student and parent/guardian in order to investigate the theft.
- A police report is required to document a theft.
- After a police report is submitted, the student will be a day user during the time of the investigation. Upon finalizing the report, a student may be issued a new computer.

For *non-preventable Damage* (these are rare, but examples might include, but are not limited to an auto accident or a house fire),

- An administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
- Upon determination of a verifiable accident, the student will be issued another computer. The student will be liable to the damage penalty of \$50.

Wear and Tear

If the device has minor damage due to wear and tear based on required use, then no penalties will be assessed.

Accidental Damage/Negligence

Damage must be reported as soon as possible, within a window of one week from the time of the damage unless the damage occurs during a break; in this case, the damage must be reported within one week of the student's return to school.

- If the computer is still functional and there is level 1 damage and/or wear and tear, there will be no damage penalty.
- If the computer is no longer functional or internal components are exposed, it is level 2 damage. In this case, the computer needs to be turned in immediately and the penalty of \$50 will be due at that time.
- If the charger is damaged and must be replaced, the parent/guardian and student are liable for a penalty of \$11.
- If the bag is damaged and must be replaced, the parent/guardian and student are liable for a penalty of up to \$32.
- If a stylus is damaged and must be replaced, the parent/guardian and student are liable for a penalty of up to \$45.
- If a student damages a laptop, charger and bag at the same time, the maximum damage penalty is still \$50.
- If a student damages a laptop and has been assessed a damage penalty of \$50 and then damages a loaner computer (level 2 damage), the student will be assessed another damage penalty of \$50.
- An administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
- Student will become a desktop user until the damage penalty is received, unless it is level 1 damage or wear and tear as indicated above. This is true if a student damages the laptop, charger, or bag. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the penalty.
- The replacement cost of the device, charger or bag cannot be satisfied by families themselves purchasing their own replacement device, chargers or bags.

Willful Damage/Recklessness

- The parent/guardian and student have accepted responsibility for the machine and therefore are liable for the cost of the repair or replacement of the device.
- An administrator will meet with student to investigate and discuss with parent/guardian as necessary.
- Student will become a "day user" until the cost of the repair or replacement is received. If the payment is not received within 30 days, the student will be removed from day user status, and will only be able to use classroom desktop machines. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the charge.
- The replacement cost of the device, charger or bag cannot be satisfied by families themselves purchasing their own replacement device, chargers or bags.
- The cost of repairs will be assessed for each reported incident.
- Please note that willful damage also includes asset tags and power supply identifiers. It is not acceptable for a student to intentionally remove asset tags and identifiers.
- Multiple offenses should be handled appropriately and in consultation with the district office if necessary.
- If a student owes a penalty at the beginning of the school year based on the previous school year, the penalty will have to be paid before a device is issued. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan

for the remainder of the charge.

- Discipline starts over at the beginning of each school year.

Damage Matrix

The following table summarizes the consequences of the various damage scenarios for the technology device (laptop + charger+ bag)

Damage	Financial Consequence	Additional Consequence
Wear and Tear	No penalty	No additional consequence
Unintentional/Level 1 Damage (even if there is more than one incident in the school year)	No penalty	No additional consequence
Unintentional/Level 2 Damage/ First Offense (The computer is no longer functional or internal components are exposed)	\$50 penalty	No additional consequence
Unintentional/Level 2 Damage/Second Offense	\$50 additional penalty	1 month probationary period as a day user
Unintentional/Level 2 Third Offense	\$50 additional penalty	Day user for the remainder of the school year
Unintentional/Level 2 Fourth Offense	\$50 additional penalty	The student will only be able to use classroom desktop devices ⁷⁷
Intentional Physical Damage	Cost of repair or replacement	Day user for the remainder of the school year & suspension
Intentional Operational Damage	Cost of repair or replacement	Day user for the remainder of the school year & suspension
Intentional Physical Damage by a Day-User Student	Cost of repair or replacement	The student will only be able to use classroom desktop devices & suspension
Intentional Operational Damage by a Day-User Student	Cost of repair or replacement	The student will only be able to use classroom desktop devices & suspension