

# Policy 5137

## One to One Technology

**PURPOSE:** Morgan County Schools may provide and assign students a Chromebook for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about county expectations for students and families who are being issued these one-to-one (1:1) computing devices. In addition to this policy, the use of any county-provided technology or network also requires students to abide by WVDE Policy 2460. Additional rules may be added as necessary and will become a part of this policy.

It is expected that students will responsibly use county technology and that they understand the appropriate and acceptable use of both the technology and county network resources. Students must make a good faith effort to keep their county-issued devices safe, secure and in good working order. County policies and procedures include the following specific responsibilities and restrictions.

### **RESPONSIBILITIES**

The student will:

1. Follow Morgan County's Acceptable Use Policy and WVDE State Policy 2460 at all times.
2. Adhere to these guidelines each time the device is used at home (if permitted) and at school.
3. Not allow anyone other than the authorized user to use the device for any purpose. The student and/or parents will be held responsible for any downloaded material or damage that results from use by an unauthorized person.
4. Charge their 1:1 device at home nightly, bringing the laptop to school each day with a full charge (classrooms do not have the capacity for students to charge their devices during the day).
5. Use appropriate language in all communications, avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats, made while using either county owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
6. Respect the Internet filtering and security measures included on the Chromebook. All student 1:1 computing devices are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
7. Use technology for school-related purposes only, while refraining from use related to personal, commercial or political purposes.
8. Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use. Students should not download music or videos unless directed and/or authorized by a teacher for an educational project or assignment, and material must be free from obscenity, profanity, etc., in compliance with county and state acceptable use policy.
9. Make available for inspection by a Morgan County Schools employee any messages or files sent or received to or from any Internet location using county technology. Files stored and information accessed, downloaded or transferred on county-owned technology are not private insofar as they may be viewed, monitored or archived by the county at any time.

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### RESTRICTIONS

The student will not:

1. Mark, deface, or place stickers on the Chromebooks. Students wishing to personalize their Chromebook may purchase an equivalent protective case that meets county guidelines at the student's expense.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass, or otherwise change the Internet filtering software, device settings, or network configurations. MCS makes no guarantees that the technology or the county network systems that support student use will be available at all times.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make one subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any county-owned technology.
7. Tamper with Chromebook hardware or software, attempt unauthorized entry into Chromebooks, and/or vandalize or destroy the Chromebook or Chromebook files. Intentional or negligent damage to Chromebooks or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of county-provided 1:1 technology. In order to keep Chromebooks secure and damage free, please follow these additional guidelines:

1. Do not loan the 1:1 device or charger and cords.
2. Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
3. Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
4. Keep the 1:1 device away from precarious locations like table edges, floors, seats or around pets. Do not stack objects on top of the 1:1 device, leave it outside, or use near water such as a pool.

Despite these safeguards, there is always a risk that county-provided 1:1 technology may be damaged, lost or stolen. Depending on the nature and cause of damage done, parents may be required to pay for the replacement of the Chromebook.

Students and parents must agree to familiarize themselves with this policy and sign an acknowledgement form.