

**Internet and Technology Safety and Appropriate Use**  
**Duncan Public Schools-(Revised 08-06-2020)**

A device issued in elementary and secondary schools is the property of the Duncan Public School District. The device must be used in accordance with District Policies and Procedures, the Duncan Public School District's Acceptable Use Agreement and any applicable laws. Use of this device, as well as access to the computer network and the Internet, are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Duncan Public Schools.

It is the policy of Duncan Public Schools to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic email, social media, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S./c, 254(h)]

**Key terms as defined in Children's Internet Protection Act**

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for authentic research or other lawful purposes.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Duncan Public School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. Unauthorized access, including so called "hacking" and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Parent/Student Acceptable Use Agreement**

These devices will allow students in those grades to have digital tools and resources that will foster a learning environment of collaboration, communication, creativity, and critical thinking. The connection between quality instruction our teachers deliver and the vast amount of resources available in the digital world for our students, will allow students to become inventors, creators, risk takers, problem solvers and innovators. They will be better prepared to meet the challenges of College and Career readiness.

### **\*\*\*Consent for Students to Create Online Accounts for Web 2.0 Resources**

As part of our digital conversion, students may use various websites for educational purposes, in addition to school-provided resources, to create online word clouds, interactive pictures, infographics, presentations and other digital conversion projects. Many of these learning sites require students to create their own accounts. Sometimes teachers are able to create accounts for students but not always. The Children's Online Privacy Protection Act (COPPA) requires any child under age 13 to have parental consent before creating accounts on certain Web 2.0 sites. Signing below indicates that you permit your child to create an account on teacher-designated sites used for educational purposes.

### **Chromebooks/Devices**

Student Chromebooks and mobile hotspots will be labeled in the manner specified by DPS. Chromebooks and hotspots can be identified in several ways:

- Manufacturer serial number
- School generated barcode

**Note: These are to remain attached to the device**

Chromebooks and mobile hotspots are the responsibility of the student. Take good care of it!

### **Guidelines for Appropriate Use**

With the opportunity afforded by using District technology comes the responsibility to use the technology appropriately. Failure to use these District devices, networks or other resources responsibly may result in disciplinary action.

- Students must only open, view, modify, and delete their own files and not those of other students.
- Internet use at school must be directly related to school assignments and projects.
- Students will be given user accounts and must use that account and password only.
- Students must immediately report threatening messages or discomforting Internet files/sites to a teacher.
- Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.

- Students should not attempt to override, bypass or otherwise change the Internet filtering software, management or other network configurations.
- Students should not destroy or damage data, programs, networks or any other system component of a system owned or managed by the School District.
- Under no circumstances should Chromebooks or mobile hotspots be left in an unsupervised area. (e.g. car or unlocked locker)
- Use the Chromebook and/or mobile hotspots including other district technology resources only for academic purposes.
- Duncan Public Schools will not access or control student devices remotely.
- DPS will not use programs that do not adhere to COPPA, FERPA and CIPA.
- Webcam will be used only for academic purposes.
- Use Web 2.0 tools as an extension of the classroom while they are at home.
- Students in grades 6-8 should have devices in their possession, or secured in their locker. Students in grade 9-12 should have devices in their possession or secured in other location.
- Students will use DPS Wi-Fi access for filtering purposes for all personal devices and follow the same Acceptable Usage Policies. All BYOD devices must be silent and put away unless being used within a lesson during class.
- Will not use the resources to further other acts that are potentially criminal or violate the school's code of conduct.
- There will be no violation of any local, state or federal statute.

### **Cyberbullying**

Cyberbullying is when one or more persons intentionally harm, harass, intimidate, or reject another person using technology. This includes, but is not limited, to the following:

- Sending mean or threatening messages via email, IM (instant, or text message)
- Spreading rumors about others via email, IM or text messages
- Creating a Website or other social-networking account that targets another student or other person(s)
- Sharing fake or embarrassing photos or videos of someone with others via cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account

While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools. Duncan Public Schools has invested in content filtering for the device that monitors usage at and away from school. The district will make every effort to ensure students are using the device appropriately and responsibly. Students should not reveal any personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.

Students should communicate only in ways that are kind and respectful. They should not misrepresent themselves. They should also avoid using offensive or inflammatory language of any kind. (Harassment, bullying, or threatening)

### **Active Restriction Measure**

The school is providing Internet access, and will utilize, filtering software or other technologies to protect users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We use Internet filtering software to protect users from accessing such depictions or any other material that is inappropriate for minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

### **Laws to help protect your child online**

Children's Online Privacy Protection Act (COPPA)

- a. The Children's Online Privacy Act (COPPA) requires parental permission whenever a website or application collects personally identifiable information from children under age 13.
- b. By participating in Google Apps for Education, student information may be collected and stored electronically and shared with the District.
- c. The District's use of student information is for educational purposes only.
- d. For more information on COPPA compliance, see the Federal Trade Commission's website at [www.ftc.gov/coppa](http://www.ftc.gov/coppa).
- e. The privacy policies associated with the use of Google Apps for Education are available at <https://www.google.com/enterprise/apps/education/benefitshtml>.

### **Supervision and monitoring:**

School administrators and their authorized employees shall monitor the use of the information technology resources to ensure that their use is secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any user, or to protect the school district's property. They may also use this information in disciplinary actions and will furnish evidence of a possible crime to law enforcement.

### **Failure to Follow Policy:**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment. A user violates this policy by his or her own action or by failing to report any violations by other users that come in to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet. This includes any user whose access has been denied or terminated, unless directed by administration or teacher.

### **Expectations of students for the general care of their Chromebook and mobile hotspot:**

- It is required all DPS labeling remain intact and readable.
- Inserting charging cords, cables, storage devices, headphones, etc. should be done with care.
- There should be no food or drink near the device.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by District
- Avoid putting pressure on the top of the device. This would include when placed in backpacks.
- Always carry the device with care. Support it from the bottom with lid closed. Not by the screen.
- Chromebooks when supplied with a case, should always remain in the case to help prevent damage. Although the case is to help protect the Chromebook, it is not a guarantee. Students are ultimately responsible for the care and protection of the device.
- Avoid putting items between the screen and closing the lid.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN**
- Students who do not have permission to take their device home may pick up their device from a designated area each morning. **Students taking a device home are responsible for making sure their device is plugged in for recharging each night.** Failure to fully charge the device could result loss of user privileges.

### **If Chromebook or mobile hotspot becomes damaged, lost, or stolen:**

- If damaged, bring Chromebook or hotspot directly to the librarian as soon as possible. If a device is available, it may be checked out to the student while their Chromebook is being repaired. Hotspots are non-repairable and will be replaced.
- Chromebooks or hotspots lost or stolen are the responsibility of the student. If the Chromebook or hotspot is stolen, it should be reported to the police department immediately. The police report or case number should be brought to the building Principal as soon as possible.
- Students must pay the associated charges to repair any intentional damage to the chromebook/mobile hotspot and to replace the lost or stolen Chromebook/hotspot and accessories at the following charges:

Mobile Hotspot: \$72.00  
 Charger for hotspot: \$7.00  
 Chromebook: **\$161.50**  
 Dell Chromebook-**\$265.00**  
 Hinge Kit-**\$12.00**  
 Keyboard-**\$17.00**  
 LCD Panel **\$37.00**  
 Charger: **\$14.00**  
 Protective case: **\$19.30**

	What Happened?	Fee*	Administrative Action
1st Incident	Accidental damage	None	Report to Librarian for Technology Repair and Tracking
	Intentional damage	Full cost of repair or replacement	Parent/guardian meeting with administration required
	Lost/damaged charger	No Charge (covered by usage fee)	None
	Lost/Stolen/Failure to return Chromebook	Full replacement cost by Student or Guardian	1) Report to librarian 2) Parent/guardian meeting with site administration required 3) Resource Officer attempts recovery IF geo-locate 4) Reimbursement if Recovered and working
2nd or Subsequent Incidents	Accidental Damage	50% of damage	Letter to parents' parent/guardian meeting with administration if student has frequent damages
	Intentional Damage	Full cost of repair or replacement up to \$161.50	Parent/guardian meeting with administration required
	Damaged Charger	50% of cost	Report to Librarian for Technology Replacement
	Lost Charger	Full replacement cost	Report to Librarian for Technology Replacement
3rd and subsequent Incidents	3rd Incident exhausts all coverages	Full Cost of damage repair / Full replacement if unrepairable	Parent/guardian meeting with administration required
**All fees must be paid to a school bookkeeper or school administrator. Technology staff will provide students with replacement device and/or chargers only after payment of repair/lost/stolen device is verified with school staff.			
State statute Title 21	<a href="#">State Statue Title 21 Link</a>	<a href="http://www.oscn.net/applications/oscn/deliverydocument.asp?CiteID=440119">www.oscn.net/applications/oscn/deliverydocument.asp?CiteID=440119</a>	

**[State Statue Title 21 Link](#)**

**REFERENCE: 21 O.S. §1040.75, §1040.76**  
**Children’s Internet Protection Act of 2000 (HR 4577, P.L> 106-554)**  
**Communications Act of 1934 as amended (47 U.S.C. 254[h],[l])**  
**Elementary and Secondary Education Act of 196, as amended (20 U.S.C. 6801 et seq., Part F)**

**Consequences for Violation**

Violations of these rules may result in disciplinary action, including, but not limited to the loss of a user’s privileges to use the school's information technology resources and/or suspension, with the exceptions of required testing.

**Duncan Public Schools**

**Chromebook/Mobile Hotspot Device Loan Agreement (DHS & DMS Only)**

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student Grade:** \_\_\_\_\_ **Student's Teacher** \_\_\_\_\_ **School Year** \_\_\_\_\_ **Usage Fee: \$20.00** \_\_\_\_\_ (pd)

<b>Loaned Equipment</b>	<b>Quantity</b>
Chromebook	1
Protective Case	1
Power Adapter	1
Mobile Hotspot	1
Mobile Hotspot Charger	1

The above listed items (the "Equipment") are being loaned to the above named student and to the student's parents or legal guardian (collectively the "Borrower") and are new or in good working order. It is the Borrower's responsibility to care for the Equipment and ensure that it is kept in a safe environment. This Equipment is and at all times remains, the property of Duncan Public Schools of Stephens County, Oklahoma, and is loaned to the student for educational purposes for the academic school year. Student may not deface or destroy this Equipment in any way. Inappropriate use of the computer or use in violation of the District's Acceptable Use Policy may result in the student losing his/her right to use the computer. The Equipment will be returned to the District when requested, at the end of the school year. The Equipment may be used by Borrower only for noncommercial purposes, in accordance with the Policies and Rules Regarding Computer Use. The District's Acceptable Use Policy, the Duncan Public Schools Student Handbook, and all applicable local, state and federal laws, rules or regulations apply.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Agreement. Borrower agrees not to copy or make any unauthorized use of or modifications of such software or to use such software in any way which violates the software license. Borrower agrees to indemnify the District for any claims arising from Borrowers misuse of the Equipment including claims alleging infringement of copyright or other intellectual property rights.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's data storage medium and Borrower agrees to use Borrower's best efforts to ensure that the Equipment is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

The Borrower shall be responsible for any intentional damage to the Equipment and for loss or failure to return the Equipment. Borrower acknowledges and agrees that Borrower’s use of the Equipment is a privilege and that by entering into this Agreement, Borrower acknowledges Borrower’s responsibility to protect and safeguard the equipment and to return the same in good condition and repair.

**Typical Replacement Costs:**

<b>Item</b>	<b>Cost</b>
<b>Chromebook (complete)</b>	<b>\$161.50</b>
<b>Dell Chromebook (complete)</b>	<b>\$265.00</b>
<b>Charge Cord</b>	<b>\$14.00</b>
<b>Lenovo N23</b>	<b>\$185.00</b>
<b>Protective Carrying Case</b>	<b>\$19.30</b>
<b>Hinge Kit</b>	<b>\$12.00</b>
<b>Keyboard</b>	<b>\$17.00</b>
<b>LCD Panel</b>	<b>\$37.00</b>
<b>Mobile Hotspot</b>	<b>\$72.00</b>
<b>Mobile Hotspot Charger</b>	<b>\$7.00</b>

**Usage Fee: \$20.00-This is required of all students receiving a device.**

The DPS usage fee covers 100% of the **FIRST** unintentional incident of damage. The **SECOND** unintentional incident of damage will be paid with 50% by the parent/guardian and 50% by Duncan Public Schools After **TWO incidents**, the parent/guardian is responsible for **ALL** repairs and replacement costs. Students must pay the associated charges to repair or replace any intentional damage, including lost or stolen chromebook/mobile hotspot and its accessories.

If you would like information about a payment plan, please contact your school’s administrator.

**Duncan Public Schools One to One Device Program  
Acceptable Use Agreement**

**Parent/Guardian and Student:** We have read the Duncan Public Schools District’s Technology Acceptable Use Agreement.

I agree to the terms and what is expected of him/her under the Internet and Technology Safety and Appropriate Use Policy. I give my child permission to use the technology and Web 2.0 resources according to the regulations set forth in this policy.

**Please check the appropriate box:**

- I accept full responsibility for my child to transport the device home.
- I accept full responsibility for my child to use the device ONLY at school.
- We request that our son/daughter does not receive a 1:1 device and fully recognize that this may limit my child’s access to information.
- This student is not enrolled in classes that require a Chromebook.

**Print Parent/Guardian Name**

\_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Parent Cell Phone :**

\_\_\_\_\_

**Parent Home Phone:**

\_\_\_\_\_

**Please print your child’s name:**

\_\_\_\_\_

**Grade:**

\_\_\_\_\_

**Student:** I have read, understand and agree to abide by Duncan Public Schools Acceptable Use Agreement.

**Student’s Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**NOTE: The following paragraph is a Draft until board approved- Aug. 11, 2020**

**\*Addendum to DPS policy 5012-Due to the effects of the COVID virus Duncan Public Schools is “waiving” the user fee for the 2020-21 school year. Beginning Aug. 13 2020 and ending May 30, 2021. The remainder of the policy is still in place in regards to repairs, damages, and lost Chromebooks and/or hotspots.**

## **Acceptable Usage Agreement-**

### **Parents' Guide to Safe and Responsible Student Internet Use**

Duncan Public Schools recognizes that with new technologies come new challenges to both teachers and parents. Below is a list of guidelines drawn from several professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook/Mobile Device.

- Take extra steps to protect your child. Encourage your child to use and store the Chromebook/mobile spot in an open area in your home such as the kitchen or family room so you can monitor what your child is doing online. Use the internet with your child to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places your child visits. Let your child know that you're there, and help teach him or her how to act as he/she works and socializes online.
- Review your child's online friends lists. You may want to limit your child's online "friends" to people your child actually knows in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook/mobile hotspot is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.

### **General Tips for Parents for Internet Safety:**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies and music.
- Monitor your child's computer use. Know his or her passwords, profiles, and blogs. When the Chromebook/mobile hotspot is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.
- A Chromebook's use is maximized with Wi-Fi, or use of a mobile hotspot. A chromebook may be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wifi and upload work upon entering a Duncan Public School Campus.
- Chromebooks/mobile hotspots and all accessories will be returned the month of May so they can be

checked for any service needs and prepared for use the following year.