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## **CHS 1 TO 1 TECHNOLOGY RESPONSIBLE USE POLICY AND PROCEDURES**

### **Title and Ownership**

1 to 1 devices are issued by Capitol High School for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student or parent does not have ownership of the device at any time and Capitol High School reserves the right to collect and redistribute devices as needed.

### **License Agreement**

The Capitol High School is the sole licensee of the software included with the 1 to 1 device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy.

### **Responsible Use Policy**

Capitol High School adopted the Responsible Use Policy for Electronic Devices to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system. The use of CHS technology resources is a privilege, not a right. The privilege of using the technology resources provided by CHS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled at Capitol High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates the Responsible Use Policy, his or her privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied as set forth in the CHS Students Rights and Responsibilities Handbook. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies shall be involved.

### **Loaner Policy**

General repairs may take up to two weeks, depending upon delivery of parts, loaners may be available for school use. Students are still responsible for school assignments even if their devices are being repaired. It is a student's responsibility to communicate with his or her teachers to let them know their device is being repaired.

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## **Technology User Fees**

- 1) Students will pay a non-refundable technology fee of \$20.
- 2) CHS will provide a case for the devices which need protective cases. These must be used at all times.
- 3) Damages resulting in destruction (repairs not possible, as deemed by CHS IT) or loss of a device will result in the student and parents being financially obligated for replacement costs, except in cases of federally declared disasters. Current replacement costs are as follows: Chrome Book, \$311.00; charger, \$47.00; and Laptop Sleeve, \$23.00. After the first screen damage, a \$50.00 fee will be charged for screen replacement. Patterns of damage may result in the loss of device privileges at the school's discretion.

## **Expectations for Use of a CHS Device**

- 1) Students must follow guidelines set forth in the CHS Responsible Use Policy.
- 2) Students must come to school with their device every day. CHS Student Handbook
- 3) Students must come to school with their device charged.
- 4) Keep the device secure and damage free.
- 5) Do not loan device or charger to others.
- 6) Carry device in protective covering at all times.
- 7) Do not leave device unattended.
- 8) Do not eat or drink in close proximity to the device.
- 9) Do not place the device on the floor or in a sitting area such as a couch, bed, or chair.
- 10) Do not leave the device on the edge of a desk or table.
- 11) Do not leave the device outside.
- 12) Intermittent device safety usage checks shall be conducted to ensure that devices are properly used.
- 13) Do not disassemble the device or take it to a source outside of the CHS district for any sort of repair.
- 14) It is important that you know where your device is at all times. Any devices left behind or unattended at school will be taken to the administrative office. Students who misplace devices will be required to pick up the device and have a conference with a staff member regarding the importance of accountability for their device.
- 15) Immediately file a police report and contact your school administrator in the case of theft, fire, or vandalism.

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## **Charging and Preparing for Class**

It is each student's responsibility to charge his or her 1 to 1 device each night before school. It is also the responsibility of students to bring their 1 to 1 device each day and be prepared for class. Loaner devices and chargers may not be available for students who do not have their supplies and equipment.

## **Transporting Your Device**

Moving Between Classes - Students are expected to pack their devices, in their protective cases and in their book bags during class change.

## **Inappropriate Use of Device**

It is the responsibility of each student to use their issued device in a responsible way. Students must follow the Responsible Use Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download any material without teacher permission. Use at Home and School Students are issued a device for the majority of the school year and are expected to take the device home each day. Students are encouraged to use their device at home for assignments. If students leave their device at home, they are still responsible for completing the coursework as if they had their device present. Repeat violations will result in action as detailed in the CHS Student Rights and Responsibilities Handbook.

## **Internet Use**

1) Students who have wireless internet connections at home or MiFi Hotspots provided by CHS are permitted to use the Internet on their device at home. Students who use their device at home are still obligated to adhere to the CHS Responsible Use Policy. Students who violate this agreement may lose Internet capability.

2) Students may also connect to free wireless providers such as McDonald's, local libraries, or coffee houses. Internet provider, Cox Communications, also offers a discounted Internet service to low income students. Contact Cox @ 855-693-9096, if you would like to learn more about this service.

## **End of the Year or Withdrawal from Capitol High School**

1) If a student fails to return the device at the end of the school year or upon termination of enrollment at a CHS school, he or she is subject to financial liability until the device is returned or associated fees are received. The student will pay the replacement cost of the device. Failure to return the device within five working days after withdrawal from a CHS school will result in a theft report being filed with the Baton Rouge Police Department.

2) Furthermore, the student will be responsible for any damage to the device as outlined in the 1 to 1 Responsible Use Policy. They must return the device and accessories to the CHS school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

Updated July 2021

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## **Parent Responsibility**

Should parents or guardians want their student to opt out of having a 1 to 1 device, the parents will need to sign a form indicating this and understand that their student is still responsible for meeting the course requirements.

## **School Responsibility**

- 1) Provide Internet access at school.
- 2) Provide Internet blocking and filtering of inappropriate materials, as able, while utilizing CHS Internet.
- 3) Provide network data storage areas. These will be treated similar to school lockers. CHS reserves the right to review, monitor, and restrict information stored on or transmitted via CHS owned equipment and to investigate inappropriate uses of resources.
- 4) Provide staff guidance to aid students with academic activities to help ensure student compliance of the CHS Responsible Use Policy for electronic devices.

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## CHS Technology Program Participation Agreement 2021-2022

- I wish for my student to participate in the CHS Technology Program during the 2021-2022 school year. My child and I have read, understand, and agree to the stipulations set forth in the Responsible Use Policy and Procedures, including but not limited to paying the non-refundable Technology fee of \$20.
- My student will not participate in the CHS Technology Program during the 2021-2022 school year. I understand that my student and I are responsible for the completion of all assignments.

Damages resulting in destruction (repair not possible, as deemed by CHS IT) or loss of a device will result in the student and parents being financially obligated for replacement costs. Current replacement costs are as follows:

Item Description	Replacement Cost
Chrome Book	\$311.00
Charger	\$47.00
Chrome Book Carrying Bag	\$23.00

Student's Name (Please Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

