

Piedmont City School District
Student Required Use and Internet Safety Policy

**PIEDMONT CITY SCHOOLS
STUDENT REQUIRED USE AND INTERNET SAFETY POLICY (RUP)**

PURPOSE: Piedmont City Schools provides all students' access to the Internet, network resources as well as laptop computers at designated graded levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the PCS Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, the student will adhere to these guidelines each time the Internet is used at home and school:

1. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
2. Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks, is to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
3. Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
4. Will never reveal identifying information, files or communications to others through email or post to the Internet.
5. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
6. Will not share passwords or attempt to discover passwords. Sharing a password could cause the primary user to become liable if problems arise with its use and subject to disciplinary action.
7. Will not download and/or install any potentially harmful programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
8. Will not tamper with computer hardware or software, engage in unauthorized entry into computers, vandalize or destroy the computer/computer files. Damage to computers may result in felony criminal charges.
9. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.

10. Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.

11. Will not make use of materials or attempt to locate 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. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

12. Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained local, wide or metro area network. Connection of personal devices such as *iPods*, *smart phones*, *PDA*s and printers are permitted but not supported by PCS technical staff. Home internet use and cost is the responsibility of the student both in cost and configuration.

13. Will keep laptop secure and damage free. Each laptop is issued with a protective book bag style case. Use of provided laptop bags is required at all times. Follow these general guidelines:

- Do not loan your laptop or charger and cords.
- Do not leave the laptop in vehicle.
- Do not leave your laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not allow pets near your laptop.
- Do not place the laptop in floor or in sitting area such as couches or chairs.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of your laptop.
- Do not leave the laptop outside or use near water such as a pool.
- Do not check the laptop as luggage at the airport.

14. Will back up data and other important files regularly. PCS will at times maintenance the laptops by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of PCS technology, including personally backing up personal data. PCS is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using PCS technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the PCS Student Code of Conduct and, if applicable, my Laptop computer may be recalled. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.

STUDENT LAPTOP DAMAGES

Willful and deliberate damage to a computer will result in a cost to the parent/guardian for the full amount of repair; or the complete replacement of the MacBook.

ALL damage incidents must be investigated by the administration. The list below is at NO time covered under Apple warranty:

- Damage as a result of the violation of the RUP (i.e., involving food, drink, or other liquid on or near the laptop)
- Damage as a result of negligence (i.e., the laptop is placed in an unsafe location or position)
- Damage caused by misuse/improper handling (i.e., the laptop is dropped)
- Damage caused by a pet
- Damage resulting in a broken screen.
- Damage caused by a service performed by anyone other than a representative of Apple or an Apple Authorized Service Provider

Leaving the laptop or a charger unattended will void all warranty coverage of either item. The student is responsible for the replacement of the charger and/or computer in the event of theft.

FAMILY CONTRACT FOR DIGITAL CITIZENSHIP Student Pledge

- I will tell my parents or another responsible adult immediately if I receive an inappropriate message or come across any information that makes me feel uncomfortable.
- I will not respond to any inappropriate messages.
- I will not do anything online that hurts other people, or is against the law.
- I will check with my parents before downloading or installing software.
- I will remember that I need to balance technology use with other activities.
- My parents and I will set up rules for making online purchases – if permitted.
I will help my parents understand how to have fun and use resources online as we learn together about the Internet, computers, and other technology.

APPLE MACBOOK PROPER CARE GUIDELINES This is **your** computer – take good care of it.

1. MacBook Temperature Zone

Your MacBook works best at room temperature. It should be stored in places with a temperature range of 50 to 95 degrees.

2. Initial Start up

Be sure to fully charge your laptop when you plug it in for the first time.

3. Standard Maintenance

For proper maintenance of the laptop's lithium-based battery, it's important to keep the current moving through it occasionally. However, Apple does not recommend leaving it plugged in all the time.

4. Optimal Setting

Listed below are some power-saving tips:

Brightness: Dim the screen to the lowest comfortable level to achieve maximum battery life.

Bluetooth Wireless: Bluetooth may be turned off to maximize the battery life.

Applications and peripherals: Disconnect peripherals and quit applications when not in use. Eject CDs and DVDs if not currently accessing them.

5. MacBook Care, Use, and Safety Information

When carrying your MacBook, you must use two hands, and the screen must be closed. Remove all small objects from its carry case before placing it inside.

Important: The MacBook power-adapter port contains a magnet that can erase data on a credit card, iPod, or electronic device. To preserve your data, keep magnetically sensitive items away from the power-adapter port.

When cleaning your MacBook, shut it down and detach the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior and screen. Avoid getting moisture in any openings. **Do not spray any type of liquid directly on the computer.**

Equal Education Opportunity Statement

The Piedmont City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to address inquiries regarding the non-discrimination policies and the application of Title IX and its regulations to the Board:

Mrs. Debra Ledbetter,
504 Coordinator
504 Hood Street
Piedmont, AL 36272
256-447-7483
dledbetter@pcsboe.us

Mrs. Revonda Pruitt,
Title II Coordinator
504 Hood Street
Piedmont, AL 36272
256-447-7483
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Mrs. Rachel Smith,
Title IX Coordinator
502 Hood Street West
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256-447-8831
rsmith@pcsboe.us

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.