

# Rim of the World Unified School District

27315 North Bay Road, Blue Jay, CA. 982317



## **Responsible Use Policy (RUP)**

This policy references and supports the Rim of the World Unified School District's (ROWUSD) Acceptable Use Policy (AUP) and ROWUSD Board Policy 6163.4, which encompasses all school campuses.

### **Requirements:**

(1) Students and Parents/guardians must annually agree to this Responsible Use Policy (RUP) before using a Chromebook in a classroom learning environment or at home.

### **Recommendation:**

Students and parents/guardians should watch assigned Youtube videos on Chromebook and Google Classroom use. <https://www.rimsd.k12.ca.us/dl>

### **Policy:**

(1) In order to initiate and maintain access to Chromebook learning tools, all users must submit annually a signed Acceptable Use Policy (detailed below), non-adherence of which may result in loss of non-curricular related access and/or appropriate disciplinary and/or legal action.

(2) Violations of the RUP are deemed as violations of school behavioral expectations and codes.

### **Internet Use and Chromebook Use:**

(1) Internet access is available in ROWUSD for the purposes of education, research, communication, and administration.

(2) Communications via Chromebook resources are often public in nature and general school rules for behavior and communications apply. It is expected that users will at all times comply with and will act in a responsible and legal manner, in accordance with school standards, state and federal laws.

(3) Administrators and teachers will take measures to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; prohibit unauthorized access, including “hacking” and other unlawful activities by minors online; prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and to restrict Chromebook students’ access to online materials harmful to minors.

## **Monitoring and Privacy Issues**

(1) Monitoring the Internet and Communications. ROWUSD reserves the right to monitor and review the use of these Chromebook resources to provide ready access for all users, age-appropriate material, and an internet environment that is safe and appropriate for the maturity level and need of student users.

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It is important that all students and parents understand this and recognize that monitoring does several good things:

- Maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation, or threats.
- Discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests.
- Promotes appropriate internet access and electronic communication messages (such as email, blogs, chats, and discussion forums).

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## **ROWUSD Chromebook Responsible Use Policy**

Chromebook users are permitted to use the school’s Chromebook resources and/or their own registered Chromebooks brought to school for legitimate educational purposes during the school day.

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A. **Policy:** By signing the Acceptable Use Policy (AUP), Chromebook users agree to always adhere to the following standards and expectations for conduct:

The school will facilitate the management and deployment of the learning apps for the students. Students will refrain from uninstalling or modifying school-managed applications and/or the operating system in any way.

Installation of other apps by students is not permitted.

File-sharing, including the downloading of music, or any other activity that violates copyright laws is not permitted.

Do not send emails or pictures from your Chromebook that would embarrass you, your family, other people, or Rim of the World USD.

## **B. General Guidelines:**

Unless instructed otherwise, students will leave their Chromebooks at home to be ready for school each day with a fully charged battery. A good rule is to always charge your Chromebook before going to bed, leaving it to fully charge overnight. Chromebooks should not travel with their assigned student out of the district.

Handle Chromebook resources and equipment with care. The Chromebook screen can potentially crack if the Chromebook is dropped from any height or the screen is twisted. These are the most common accident that occurs with Chromebooks. The Chromebook cannot be placed in water (bathtub, pool, ocean, etc.) because water can get inside the Chromebook through various ports, potentially destroying the device. Also, avoid leaving the device exposed to extreme heat or cold as this can irreparably harm the device (i.e. leaving the device in a car when above 80 degrees, exposure to the extreme cold of snow, etc.).

Do not mark the Chromebook in any way with markers, stickers, etc. Each Chromebook is labeled with a school identification barcode. Do not remove this sticker.

Each student will receive a bag with the Chromebook inside. Ensure the bag is used when transporting the Chromebook to and from school. Any damage resulting from a failure to use the Chromebook as designed may result in fees being assessed for the full cost of repairs.

Do not insert foreign objects (paper clips, pens, etc.) into the ports (openings) of the Chromebook.

Make sure your hands are clean before using the Chromebook. Food and drinks should not be placed near or on the Chromebook. The glass screen should be regularly wiped clean with a dry clean soft cloth; a microfiber cloth is recommended, but any soft cotton fabric will work. Please do not use commercial liquid or spray cleaners on the Chromebook screen.

When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing it. Students are responsible for damage to the charger port or connector pin resulting from mishandling.

If you have problems with your Chromebook, stop using the device and notify your teacher. Teachers will follow district procedures for the repair process.

**C. Internet Rules and Expectations:**

The ROWUSD Responsible Use Policy must be followed at all times.

Any inappropriate web or email activity can result in appropriate discipline as defined in the ROWUSD Acceptable Use Policy. The use of proxy servers and the use of circumvention tools are strictly forbidden and is a violation of the school's network policy.

If you unintentionally access an inappropriate web site, report it to your teacher immediately so that school officials can block access to the site.

All activity conducted on the ROWUSD Internet/Network is monitored and can be tracked/traced.

**PLEASE SIGN AND RETURN THE ATTACHED, LAST PAGE OF THIS CONTRACT TO YOUR SCHOOL.**

**Responsible Use Policy User Contract**

**User Signature**

I understand any violations of the above provisions will result in the loss of my user privilege and may result in further disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to my teacher or administrator. Misuse comes in many forms, including any messages sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct are described in the **district Board Policy and AR6163.4(a)(b)**. By signing below, I acknowledge my responsibility to follow all the rules of conduct when I am using the electronic information service.

<b>Price Breakdown</b>
<b>Chromebook: \$200.00</b>
<b>Chromebook Charger: \$35.00</b>

Parent or Guardian Name (please print): \_\_\_\_\_

\_\_\_\_\_

Parent or Guardian Email: \_\_\_\_\_

\_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

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

School \_\_\_\_\_

Parent/Guardian Phone # \_\_\_\_\_