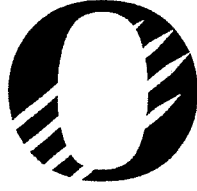


Onsted Community School District Electronic Device Handbook

www.onstedschools.us



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All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Onsted Community Schools. This Responsible Use Agreement describes the expectations for Onsted Community Schools students for all use of electronic devices on school grounds, whether district provided or privately owned.

The Electronic Device Policy may be accessed on the school district website at www.onstedschools.us

Families and Staff----Please read and explain each OCS expectation to students.

SECURITY & SAFETY

I will:

- always supervise my electronic device(s) even when I am not using my electronic device it will be stored in a secure or locked environment.
- only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- report the loss or theft of an electronic device immediately.
- keep my account and password confidential.
- not use another individual's account. I will only use authorized accounts set up by the school district and my own, personal account(s).
- notify school staff and will not show the problem to other users if I identify a security problem on my electronic device.
- be monitored during my use of district provided electronic devices in all learning environments by my parent, guardian, teacher, or supervisor in order to protect me from potentially dangerous or inappropriate content, even with filters in place.

RESPONSIBILITY

I am responsible for the care and protection of electronic devices. **I will:**

- report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- use care when carrying it and placing it in a carrying bag or backpack because I know devices are vulnerable to damage if dropped, thrown, smashed, or crushed.
- not apply any permanent marks, decorations (stickers), or modifications to an electronic device other than those provided by Onsted Community Schools.
- not remove any identifying barcodes on electronic device(s).
- not attempt to repair any district provided electronic device or gain access to the internal electronics.

- not expose my electronic device(s) to fluids or excessive temperatures (hot or cold) or other environment that can damage the battery or electronics. Should exposure to extreme temperatures occur I will allow electronic devices to reach a normal room temperature before restarting them.
- only access educationally appropriate applications or websites as instructed by school staff.
- only connect with groups, online forums and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permission from parents or teachers and while being supervised by them.
- return the district provided electronic device issued to me including the plug, cord, headphones, mouse, and carrying case in excellent condition at the end of the school year or upon termination of enrollment in Onsted Community Schools for any reason. I understand that the electronic device issued to me remains the property of Onsted Community Schools.

BEING RESPECTFUL WITH TECHNOLOGY

I will:

- only use a technology device(s) in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents, and members of our community.
- use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- follow the policies of the Onsted Community Schools, the guidelines outlined by my school and classroom teachers, and this Responsible Use Agreement at all times.

Educationally Beneficial Behavior

- I will report for learning each day with my electronic device fully charged.
- During instructional time, I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use an electronic device(s) to engage in academic dishonesty (cheating).
- I will not use an electronic device(s) to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff members, students, community members or parents can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time.

In the event of disciplinary action, completion of all classwork remains the responsibility of the students.