

GRASS LAKE SCHOOL DISTRICT 36

26177 W. Grass Lake Rd.

Antioch, IL 60002

Before using the Internet, all students, including students new to GLS, must complete the internet safety training provided by GLS District 36. All students and families must be informed annually of this policy and the methods by which they may obtain a copy of this policy. Students in grades K-8 are required to have a signed Responsible Use Policy before receiving an electronic device. All students in grades K-8 must review and sign the Responsible Use Policy (RUP) each year. Parents/Guardians can access a digital copy of the RUP via the District website (www.gls36.org). The RUP must be signed and returned to the District office prior to initial distribution of the electronic devices in the classrooms. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Failure to adhere to these requirements shall result in disciplinary action, including revocation of user privileges

The iTunes and App Stores will be disabled on all Apple devices so personal Apple IDs cannot be used for the purchase of non-school related apps or music. Downloading personal apps, music, or non-educational resources will be considered a violation of the Responsible Use Policy (RUP) with consequences. Websense, a web filtering and security program, will be used by Grass Lake School to monitor technological resources. This will prohibit students from accessing social media websites such as Facebook, Twitter and other non-educational websites. The use of anonymous proxies to circumvent content filtering is prohibited.

Students will not require wireless accessibility to complete homework assignments. If necessary, assignments will be available offline or using apps that do not need wireless access to be completed.

- Students and/or Parent/Guardians are required to notify the student's teacher regarding the need for offline access to assignments.

B. RESPONSIBLE USE POLICY (RUP) FOR THE USE OF TECHNOLOGY RESOURCES

- Parents, students, and Grass Lake Staff will work together to support the use of school technological resources and assume certain responsibilities.
- Users must comply with all laws, including those relating to copyrights and trademarks, confidential information and public records. Any use that violates state or federal laws is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the GLS Student Handbook.
- Users must keep all account information and passwords private.
- Users must respect the privacy of others. When using e-mail, chat tools, blogs or other forms of electronic communication, students must not reveal personal identifying information or information that is, private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students.
 - For further information regarding what constitutes personal identifying information please contact GLS Administration.
- If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users shall not demonstrate the problem to other users. Any user identified as a security risk shall be denied access.
- Students are expected to follow the same rules and policies outlined in the RUP during school and home use of the District issued technology device.
- At any time, technology devices can be relinquished from students and returned to the school if students are violating the RUP. If student devices are forgotten at home, consequences will ensue and can ultimately lead to restrictions on use of the electronic device outside of school.
- Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.

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● Users will not:

- Use the District's electronic technologies to create, access, review, transfer, upload, download, store, print, post, receive, transmit or distribute:
- Personal photos, videos, music or files not related to educational purposes.
- Any unauthorized audio or video recording of students or staff members, or the public distribution of any such recording without the full, knowledgeable consent of the individual being recorded.
- Obscene or sexually explicit material or other visual depictions.
- Abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
- Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination, or that threatens the safety of others.
- Any image, message, photo, file or other electronic content that may violate District policy.
- Any illegal act or violation of any local, state or federal laws.
- Any internet-based file sharing program designed to facilitate sharing of copyrighted material.
- Participate in cyberbullying of any kind. (For a complete definition of cyberbullying, see the Student Handbook.)
- Make deliberate attempts to degrade or disrupt District educational technology, performance by spreading computer viruses, engaging in "spamming" or by any other means.
- Tamper with, modify or change the District educational technology, or take any action to violate the District's security system.
- Disrupt the use of the District's electronic technologies by other users.
- Gain unauthorized access to information resources or to another person's materials, information, or files without the implied or direct permission of that person.
- Delete or modify a student or employee file without the owner's permission.
- Post information in public access areas regarding private or confidential information about another person
- Attempt to log in through another person's account or use access codes or network identification other than those assigned to the user.
- Encrypt and messages or records on the District's technological resources without the permission of GLS personnel.
- Use the District's technological resources, including District network and District access to violate copyright laws or usage licensing agreements.
- Use another person's intellectual property without the person's prior approval or proper citation.
- Download, copy, or exchange pirated software, including freeware and shareware.
- Use the District's electronic technologies to offer or provide goods or services unrelated to the District's mission or for product placement.
- Forward or post personal communications without the author's prior consent.
- Knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
- Engage in unauthorized or unlawful activities such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
- Use another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
- Read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
- Copy software purchased by the school system for personal use.

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C. RESPONSIBILITIES

The use of GLS District #36 technological resources is a privilege not a right. Therefore,

Students will:

- Use the district issued electronic device for educational purposes only. Acceptable uses of technological resources are limited to responsible, efficient and legal activities that support learning and teacher.
- Use care to protect all electronic devices while transporting to and from school.
- Charge the electronic device every night for maximum usage during the following instructional day.
- Bring the electronic device to school every day charged.
- Immediately report any damage or loss concerning the issued electronic device to their teacher and/or Technology Staff.

Parents/Guardians will:

- Understand the student could obtain access to inappropriate material while engaged in independent use of the Internet.
- Consent to the student's independent access to the Internet and to monitoring of the student's Internet activity by school personnel.
- Understand that students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.
- Supervise student use of the electronic device at home.
- Supervise care of the electronic device during home use.
- Provide a place to charge the electronic device every night at home.
- Immediately report any damage or loss concerning the school issued electronic device.
- Attend parent conferences as needed to manage their child's appropriate user rights.

District 36 will:

- Supervise student use of the electronic device at school.
- Filter online access while student is on the district network.
- Provide updates and support to software and hardware.

D. CARE OF ELECTRONIC DEVICES

- Keep electronic devices in the provided protective case at all times.
- Not deface protective cases or identifying labels. This includes any writing, drawing, labels or stickers other than what the district applied.
- Do not set anything heavy on the electronic device such as books.
- Do not have food, drink, or liquid of any kind around the electronic device.
- Wipe laptop and iPad screens with a clean, dry microfiber cloth.
- Do not leave any electronic device in any extreme temperatures (i.e. heat or cold) for an extended period of time.

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E. CONSEQUENCES FOR VIOLATING THE RESPONSIBLE USE POLICY

Students who violate a portion of this Responsible Use Policy may be subject to disciplinary actions.

First Offense:

- Student will receive a warning
- Parent notification will be made
- If available student can utilize a desktop computer or laptop in the classroom

Second Offense:

- Student will lose the privilege of taking their technology equipment home for a week.
- All assignments can be completed as assigned in working lunch/after school tutoring
- Parent notification will be made

Third Offense:

- Student can lose the privilege of using their District issued device and will be required to complete assignments via paper and pencil
- Parent conference will be scheduled
- School restrictions or mandated summer school
- Depending on the severity of the offense, students may be restricted or suspended from network, technology or computer privileges; assigned detentions; suspended from school pending a parent conference; reported to law enforcement and/or recommended for expulsion.

F. DAMAGE AND/OR LOSS POLICY

Families will assume the following financial responsibility for the home use of the electronic devices. In order to make this possible we have a sliding scale of replacement and repair fees for families.

In the event of intentional damage or the loss of the electronic device, families will be liable for 100% of replacement costs. The loss of an electronic device will not be covered by Grass Lake School District 36. Families will be required to cover 100% of the replacement cost if an electronic device is lost.

Students will also receive the following accessory items with their electronic device and they will be assessed a fee for replacement if the item is lost or damaged:

Kindergarten and Fifth grade – Device Case, Device Charger

First and Second grade - Device Case, Charging Cord, Wall Charger, Lightning Connector Keyboard, and Keyboard case.

JH Students (6-8) - Laptop Carrying Case and Charger