

# Cape Cod Lighthouse Charter School

## Technology Responsible User Policy/Code of Conduct

Starting with the 2018-19 School Year, CCLCS students will be assigned to a Chromebook from the cart in their assigned homeroom. The students will carry the laptops to classes during the school day. At the end of the day, the student will put the laptop back into the homeroom cart and plug it in so it charges overnight. **Students may not bring their Chromebook out of the building.**

- I. CCLCS students will use technology responsibly and ethically. Students will use school-owned technology and therefore will follow a code of conduct when using CCLCS devices.

- A. **Expectations:** The following is a list of activities that are expected of all students:

- a. Handling the device carefully:
      - i. Treat school computers, iPads and equipment with care and respect. Be gentle with keyboards, screens, chargers, and devices.
      - ii. Carry your laptop carefully. Hold it tight so it doesn't fall.
      - iii. **Always** use your assigned laptop or iPad. **If your assigned device is broken, missing or vandalized, you must bring your damaged laptop in person to Mrs. Lamothe.**
      - iv. When returning devices to the cart, put your device in the correct numbered slot, and carefully plug it in to charge.
      - v. Enjoy snacks and drinks away from devices.
    - b. Logging into the laptop:
      - i. Wait/ask for permission before using computers in class even though you are carrying your device all day.
      - ii. Students will log into their Chromebooks using their school issued Google Apps for Education Account, not their personal Gmail accounts.
      - iii. Students should never share their account passwords with others, nor should they let someone borrow their account.

- B. **Misuse:** Students must exercise self-control and follow classroom and school rules when using a laptop. The following is a list of prohibited activities:

- a. Purposefully damaging or vandalizing devices. Do not remove, damage, or misuse any equipment or accessories. For example:
      - i. Do not pick the keys off the keyboards
      - ii. Do not pull tape or labels up or off a device.
      - iii. Do not scratch into or write anywhere on the laptop or iPad surface including the screen or the case
      - iv. Do not put pressure on the screen, it will break very easily.
    - b. Downloading or putting inappropriate or distracting material on a device such as backgrounds, videos, pictures, websites, etc.
    - c. Accessing Internet sites which are not relevant to the classroom curriculum
    - d. Playing games or being off-task in any manner during class
    - e. Using websites or apps considered social media, such as Facebook, Instagram, Snapchat, Twitter, etc.
    - f. Using Facetime, Skype, or any other face to face camera application
    - g. Texting, Messaging or Group Chatting. Sending messages in any way, including through Google Drive

- h. Emailing personal messages, including parents
- i. Use the camera with teacher permission only
- j. Using the camera to record, transmit, or post photographic images or video of a person or persons that are not school related and without subject permission.
- k. Watching YouTube videos or any other videos not assigned by a teacher
- l. Touching or handling someone else's device without permission from a teacher
- m. Using the device to cheat on assignments, quizzes, or tests
- n. Any other behavior that causes a distraction or incident from the use of a school device

**C. Sound:**

- a. Sound must be muted at all times unless permission is obtained from a teacher.
- b. Headphones/earbuds may be used at the discretion of the teacher.
- c. We require students to have their own headphones/earbuds for sanitary reasons.

**D. Unacceptable behavior:** Misuse may result in disciplinary action and payment due for any damages that occur.

- a. Replacement screens are \$100 each
- b. Replacement keys are \$15 each
- c. Replacement laptops are \$275.

**E. Communication:** When students use technology to interact with members of the school community (email, text messages, social networking), they will always be kind, supportive, and respectful to all members of the community.

**F. Internet Access:**

- a. Internet access is content filtered with GoGuardian when using their student Google Account.
- b. GoGuardian monitors student activity and sends emails to Mrs. Lamothe, Mr. Niles and Ms. O'Leary if an activity is flagged. Teachers may also monitor student use through GoGuardian.
- c. Students searching, downloading, or accessing proxy websites in order to get by the content filter will face discipline.
- d. It also is understood that it is impossible CCLCS to restrict access to all controversial materials and therefore, parents will not hold the school responsible for inappropriate materials accessed on the school network.

***"I have read and agree to the Responsible User's Agreement."***

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_