

# Cape Cod Lighthouse Charter School

## 2019-20 Technology Responsible User Policy/Code of Conduct

CCLCS students will be assigned a Chromebook to carry to classes throughout the school day. At the end of each day, students will return the Chromebook back into the homeroom cart and plug it in so it charges overnight.

- 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. Using School Laptops

- a. Students may not only bring and use their own laptops at school unless special circumstances arise. CCLCS conforms with several laws which require to protect students when on the Internet.
  - i. The Children's Internet Protection Act (CIPA)
  - ii. Mass. Gen. Laws 71 § 93 - Requires public schools providing computer access to students to have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the Internet.

### B. 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 the headphone jack.
  - 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 to assess the damage.**
  - 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 from a staff member before using computers in any 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.
  - iv. Students should not be using a device during Homeroom or lunch, unless granted permission from a teacher.

### C. 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 scratch into or write anywhere on the laptop or iPad surface including the screen or the case. This will be considered vandalism.**
  - ii. Do not pick the keys off the keyboards or the logo.
  - iii. Do not pull tape or labels up or off a device.
  - iv. Do not put pressure on the screen, it will break very easily.
  - v. Plug in your earbuds carefully. Headphone jacks cannot be fixed.

- b. Deliberately searching the Internet for inappropriate or distracting materials/images such as backgrounds, videos, pictures, websites, etc. “Inappropriate” materials/images includes those that are deemed obscene, defamatory, libelous, threatening, abusive, hateful, violent, or anything the school administration deems inappropriate.
- c. Deliberately downloading inappropriate or distracting materials/images such as backgrounds, videos, pictures, websites, etc.
- d. Accessing Internet sites which are not relevant to the classroom activity.
- e. Playing games or being off-task in any manner during class.
- f. Using websites or apps considered as social media, such as Facebook, Instagram, Snapchat, Twitter, etc.
- g. Using Facetime, Skype, or any other face to face camera application.
- h. Texting, Messaging or Group Chatting.
- i. Sending messages that are not relevant to the academic task in any way, including commenting through Google Drive.
- j. Emailing personal messages, including parents.
- k. Use of the camera without teacher permission.
- l. Using the camera to record, transmit, or post photographic images or video of a person or persons that are not school related and/or without permission.
- m. Watching YouTube videos or any other videos not assigned by a teacher.
- n. Touching or handling someone else’s device without permission from a teacher.
- o. Using the device to cheat on assignments, quizzes, or tests.
- p. Any other behavior that causes a distraction or incident from the use of a school device.

**D. 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.

**E. 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.

**F. 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.

**G. Internet Access:**

- a. Internet access is content filtered with GoGuardian when students use 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 websites in order to attain information/directions to bypass the content filter may face disciplinary actions.

- d. It is understood that it is impossible for 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.

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**Please return to your homeroom teacher.**

***“I have read and agree to the 2019-20 Responsible User’s Agreement.”***

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

Full Student Name **Clearly** Printed:

\_\_\_\_\_

Student Homeroom: \_\_\_\_\_

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