TROUSDALE COUNTY SCHOOLS

"Accelerating and Graduating All Students for the Careers of Tomorrow"

RESPONSIBLE USE POLICY (RUP)

2021-22

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Introduction

Trousdale County Schools intends that students and employees benefit from technological resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the Trousdale County Schools establishes this Responsible Use Policy to govern student use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. The network shall only be used for educational purposes or other school related activities. Usage privileges shall be revoked if the network access is used for purposes other than which it was intended.

About Chromebooks

Google Chromebooks are a type of electronic device combining the practicality of a laptop with the simplicity and effectiveness of a tablet. Parents should always be security conscious when students have access to the Internet. Chromebooks require a Wi-Fi connection but can also work offline with intermittent Wi-Fi access such as school hotspots.

Who Can Participate in 1:1

Students who are actively enrolled in grades K-12 at Trousdale County Elementary School, Jim Satterfield Middle School or Trousdale County High School qualify to borrow a district-owned Chromebook if their family chooses to abide by Responsible Use Policy (RUP). Student access to technology is a privilege, and in order to possess and use the borrowed device, the student must comply at all times with the expectations of the district's RUP.

I have my own device

You may use your own device. However, Trousdale County does not support a student owned device. Teachers may be using programs and have lesson plans that may not work on devices not supported by the district.

General Expectations for Use of School Technological Resources

1. District technological resources are provided for school-appropriate purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

2. Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism.

3. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with Trousdale County Schools' policies.

4. The use of anonymous proxies to circumvent content filtering is prohibited.

5. Users may not install or use any Internet-based file-sharing program designed to facilitate the sharing of copyrighted material.

6. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).

7. Users must respect the privacy of others. When using email, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information (of self or others), 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. Users also may not forward or post personal communications without the author's prior consent.

8. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.

9. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the expressed permission of the technology director or designee.

10. Users are prohibited from engaging 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.

11. Users are prohibited from using or sharing another individual's ID, password or school district assigned password for any technological resource.

12. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

13. Users may not access social networking and/or link social networking sites to district website.

14. Users may not use school name or logo without approval.

15. Users may not use advertising or sponsorships without approval.

16. If a user identifies a security problem on a technological resource, s/he must immediately notify the teacher. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

17. Students must also follow these guidelines:

    a. Keep the device secure and damage free.
    b. Do not loan out the device, charger or cords.
    c. Do not leave the device in a vehicle.
    d. Do not leave the device unattended.
    e. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
    f. Do not allow pets near the device.
    g. Do not place the device on the floor or on a sitting area such as a chair or couch.
    h. Do not leave the device near the table or desk edges.
    i. Do not stack objects on top of the device.
    j. Do not leave the device outside.
    k. Do not use the device near water such as a pool.

Tracking of Devices

The Technology Department will inventory all electronic devices (i.e.: Chromebook, laptops, etc.) upon delivery to the school system. The serial number will be logged on a spreadsheet as well as the local ID number. When students are given a device to carry home, we will match the student ID with the device ID and log the information on a spreadsheet by school and grade level. Once devices are returned back to the school, the technology department will examine the device, take it off the school's spreadsheet and place it back into the school's available inventory.

Handling, Care and Use by Students

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned device. Do not allow other users to use the device assigned to you.
- Your device is only for creation of, storage of, access to, and consumption of school appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your device.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the device that are not intended for that particular port or connector.
- Make sure your device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.).
- Make sure the surface of your device is not altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel. Students may purchase an appropriate protective cover from an outside vendor that is made to affix to the outside of your device. This cover is the student's property and may be decorated as desired.
- **Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device.** Do not allow 3rd party service people to handle your assigned device.

Security, Storage and Transport
- Keep the device powered off when not in use.
- Do not hold, lift, or suspend the device in the air solely by the screen/display.
- Make sure to power the device completely off if it will be stored for a duration of longer than five minutes.

- Handle the device with caution even if in a protective carrying case. Do not throw, slide, drop, toss, etc. the device even while in the carrying case.
- Keep your device secure. Students are responsible for their device at all times. Students should ensure the device is locked and secured in a safe place.
- At home, keep your device out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damaging of the property.
- You are responsible for making sure you do not share or switch the device, its power charger, and/or other accessories with other users.
- Remember you are responsible for any loss or damage that may occur to your charger and device, regardless of whether loss/damage occurs at school or away and regardless of who is using it at the time of loss/damage.
- Power the device down while transporting it in a vehicle.
- Do not ever store a device in an unlocked and/or unattended parked vehicle even when the parked vehicle is at your residence.
- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.

Home Network Usage
- TC School devices are designed to work wirelessly.
- TC School devices will connect to home wireless networks if the wireless network is open or only requires a network key, or pass code, to connect.
- Do not attempt to install networking software on your TC School device.
- Do not attempt to install or reconfigure virus protection software, security settings, firewall settings, IP configuration, or operating system defaults on your device, even if your home network calls for it.
- Do not attempt to install or configure any software or device settings.

Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Director of Schools may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer. Under certain circumstances, Trousdale County Schools may be required to disclose such electronic information to law enforcement or other third parties, (ie: release student activities or correspondence as a response to a document production request in a lawsuit, as a response to a public records request or as evidence of illegal activity in a criminal investigation).

Parental Consent

Trousdale County Schools recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication and Internet activity by school personnel.

Chromebook Helpline for Students

Students/Parents can report Chromebook damage and the need for technical assistance in multiple ways. They can reach out to their teacher via email, call the school, or email the school or technology department to report issues. Once a report has been made, it will be sent to the technology department. The technology department will assess all issues and assure problems are resolved in a timely manner.

Contact information:
Trousdale County Elementary School   615-374-3752
Jim Satterfield Middle School   615-374-2748
Trousdale County High School   615-374-2201
Technology Department   jennifercothron@tcschools.org

Damage to Chromebook

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In the case of damage to a borrowed device, the user must report a potentially damaging incident to the Assistant Principal at your student's school within two school days of the occurrence. The parent assumes necessary repair and replacement costs as determined by Trousdale County Schools.

Chromebook Repair Costs

- Repairs will be made to a borrowed device if the nature of the damage makes the device inoperable or leaves the device in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user.

Chromebook Replacement Costs

- A parent/guardian is responsible for cost of replacement of a lost or stolen device.
- A parent/guardian is responsible for the replacement cost of any device accessories lost while in his/her possession.
- Replacement costs of device and/or accessories are based on the price that Trousdale County Schools purchases replacement devices/accessories from 3rd party vendors.

Chromebook Insurance

Trousdale County Schools will provide parents an option to purchase Chromebook insurance through Safeware. The yearly cost will be $28.55 and will cover accidental damage, theft, burglary and robbery. There will be a two-week open enrollment period through an enrollment portal found on the district's webpage, www.tcschools.org. Enrollment will open August 2, 2021 and end August 13, 2021. Parents must provide the device serial number and a credit card at the time of enrollment. Contact the assistant principal at your student's school if you have questions.

Repossession

If you do not fully comply with all terms of the Responsible Use Policy, including the timely return of the property, Trousdale County Schools shall be entitled to declare you in default and come to your place of residence or other location of the device to take possession of the property.

Appropriation

Your failure to return the property and/or the continued use of the borrowed property for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

The guidelines and conditions outlined in this policy in no way limit the school district's prerogative to manage its technology systems as it sees fit, or restrict its authority to take any actions it deems necessaryto adequately supervise, protect, and if necessary, discipline its students and staff. The district reserves the right to revise this policy at any time.

The Responsible Use Policy is binding upon all users of Trousdale County Schools technological resources as a matter of law. The district reserves the right to revise this policy at any time.