

# Best Practices for Use of Electronic Devices

## South Western School District

**You are responsible for the appropriate use of your electronic device both at school and at home.**

The electronic devices are for student educational purposes. All commercial, illegal, unethical inappropriate uses of these electronic devices are expressly prohibited.

Electronic devices are now a part of our learning culture and should be treated like necessary school supplies. Students are expected to arrive at school every day with the electronic device battery fully charged and with the electronic device power adapter. Students that fail to bring these items in or have their battery fully charged will be subject to appropriate consequences.

### **1. Copyright and Unlicensed Software**

You may not copy or duplicate copyrighted software material. (Copyright is the set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work.) Copyrighted materials include books, maps, prints, musical compositions, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography and architectural works.

Downloading or installing unlicensed commercial applications, games or software that you do not own or have purchased is illegal and expressly prohibited.

### **2. Personal Purchased Music and Authorized Software Repositories**

Downloading purchased online music (such as Google Play, Amazon or iTunes) or music from a purchased compact disc is permitted. The District is not responsible for fees and charges incurred via online merchants and services. The Ubuntu Software Center is a permitted software installation repository; students are permitted to download software via the Ubuntu Software Center. Community-maintained free and open source software (Ubuntu Universe) may also be installed. Other open source application installations may be permitted by prior approval from South Western technology staff. Please check with IT staff if you are unsure about whether an open source software package may be installed.

Any personal information or material on the electronic device is the express responsibility of the student and should not interfere with electronic usage or school related work. Note that the district is not responsible for personal music and files. Make sure that you have a home backup of this material; the district will not assist with the recovery of personally owned music and software.

### **3. Electronic Device Ownership**

The electronic device is property of South Western School District and **entrusted to you as a learning tool**. The electronic device is assigned to you and is not to be loaned or shared with anyone.

Students may not personalize the electronic device, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.

#### **4. Electronic Device Care**

Electronic devices should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the electronic device to avoid damage. Rain, wet hands, and high humidity are risky to electronic devices and should be avoided. Electronic devices are not to be left in a vehicle; this encourages theft and exposes the electronic device to temperature changes outside of their operating limits.

Always keep track of your electronic device and take reasonable precautions to keep it safe. If you place your electronic device in your locker make sure it is completely closed and locked. **Never leave your electronic device unattended.**

When carrying your Electronic device always place it in the case provided by South Western School District. Be careful not to drop or fling your electronic device bag. Remember if it breaks, you are responsible for paying for the repair!

Personal devices plugged into the electronic device's ports may cause problems with the electronic device's operation. You are responsible for any damage to the electronic device caused by any personal device you connect to the electronic device. Note that South Western School District will not provide technical support for personal devices.

#### **5. Help with Technology Problems**

If you notice that your electronic device is not working properly, functioning in a strange or abnormal way, report it to the building Technology Center. Students should not attempt on their own to repair or service District-owned electronic devices. Vandalism to any electronic device or accessory is strictly prohibited. A number of loaner electronic devices will be available if a student device fails or a hard drive crashes. Students must present school-issued or state-issued picture identification when they bring a District-owned electronic device in for repair or when picking up from repair.

#### **6. Internet Safety and Avoiding Scams**

- a. Don't open, forward or reply to suspicious e-mails or other online communication. If you have a question about a particular message, check with the Technology Center.
- b. Be wary of attachments from people you don't know and critically review online offers. Many scams attempt to trick you into installing or forwarding a virus or malicious programs.
- c. Never respond to e-mails or websites that ask for personal information such as your username, password, date-of-birth or social security number.

- d. Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.
- e. Do not share your network user name or password online or with others.
- f. Do not tamper with the electronic device filters; they help to block scam sites. The use of anonymous proxies or other technologies to bypass district-filtering programs is prohibited.
- g. Record your electronic device serial number and asset tag number for your records.

## **7. Cyber Citizenship and Digital Ethics**

Students are trusted to be civil and courteous when using the electronic device both on and off the school network. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate bullying by District students. For more information, please see Policy 249 Bullying/Cyber Bullying.

The District also trusts that students will act ethically and responsibly with technology and when online. Students should be familiar with Policy 815: Acceptable Use of Computer Network and The Internet.

- a. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings. Think before you write or send an email; be kind at all times.
- b. There are no online take-backs! Text or photos placed online are completely out of your control, regardless of whether you attempt to limit access. Anything posted online is available to anyone in the world. Think before you post: Will your post embarrass you, your family, or your friends?
- c. Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. Keep your private details off the Internet.
- d. Employers, colleges and universities, graduate programs and scholarship committees routinely search the Internet to screen applicants. What does your online history and posts say about you?
- e. Help us keep our students safe! If you have reason to believe that another student is using the district-issued electronic device in a manner that violates school rules or policies, you are encouraged to report this activity to a school staff member.

## **8. Athletic Policy**

Under no circumstances should electronic devices and/or carrying cases be left on the practice/game field before, during, or after practice or games. A student may not take his or her electronic device to away events. District-owned electronic devices should be stored in the

student's assigned locker. Lockers must be locked at all times. Students are responsible for damage or theft of the electronic device and case if left unsecured. Students will be allowed to return to their locker to retrieve their electronic device at the end of practice, games or events.

## **9. Saving and Backup**

No technology device is perfect. Take precautions and back up your files on a regular basis!

Unlike online documents, files and projects stored on your computer desktop or home folder are not automatically backed up. We encourage students to use a USB flash disk for backup or a free online service such as Dropbox. Filr is an additional option to back up data at <http://swfilr.swsd.k12.pa.us>.

## **10. End of Year Procedures**

Electronic devices may be returned at the end of the school year for summer maintenance and upgrades. All student data, files and folders will be erased and the device will be prepared for the next academic year. Please erase any important personal information from the electronic device before you turn it in at the end of the year.

## **11. Electronic Device Habits**

- a. Protect your electronic device from spills and bumps; use the case!
- b. Close the electronic device before moving to your next class.
- c. Keep pencils and other objects off the keyboard; you might break the screen!
- d. Center the electronic device on your desk at home and/or school.
- e. Store your electronic device in a safe place at home. Do not leave it on the floor or on a heater!
- f. If you pile things on your electronic device, it will break!
- g. Protect the electronic device from food, drink, animals and small children!
- h. Have fun, learn new things, build something amazing . . . be awesome!