



Loogootee Community Schools

Technology Responsible Use Guidelines

The use of school provided devices (Computers, Chromebooks, iPads, and iPods) at LCSC is a privilege and not a right. LCSC retain sole right of possession of school provided devices. The devices are LOANED to the students for educational purposes for the academic year. The devices will be returned at the end of each school year for annual upgrades and maintenance. LCSC administrative staff and faculty retain the right to collect and/or inspect school provided devices at any time, including electronic remote access, to ensure proper care responsible use guidelines are being followed. These guidelines safeguard the rights and privileges of all users. Students agree to adhere to these guidelines and any changes/additions to this Board Acceptable Use Policy that may become necessary. Students further understand that failure to comply with these guidelines may result in loss of his/her technology privileges and may result in legal charges being made against him/her.

Students will:

- keep private information private. (Your password and identity are yours and should not to be shared with anyone other than a parent/guardian, teacher, or administrator.)
- treat others with respect, both online and offline.
- strive to be a responsible digital citizen and encourage others to be good digital citizens.
- use school provided electronic device for school-related purposes only during school hours.
- credit sources when using other people's information, images, or other material.
- respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- notify an adult (parent/teacher/administrator) immediately if the electronic device is damaged in any way.

Students will not:

- share their account information with anyone.
- use other student accounts.
- read another student's private communications and schoolwork without permission.
- use improper language or pictures.
- use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- pretend to be someone else online.
- give out full name, address, or any other contact or personal information to someone unknown.
- take pictures and/or record audio/video of someone else without the consent of that student or staff member.
- search for, possess, read, view, or copy inappropriate pictures or information.

Students understand:

- their work, if stored on a local drive, can be lost and I should backup important work.
- it is their responsibility to validate information or research on the Internet.
- there is no expectation of privacy with the school-owned electronic device, and therefore the electronic device is always subject to inspection in order to ensure that the electronic device is being used for school purposes only.

Chromebook Replacement/Repair Cost Estimates:

Damage	Cost
Hard Case	\$18
Soft Case (take home)	\$25
Power Cord/Charger	\$17.50 - \$30.00**
Screen	\$30 - \$35**
Full Replacement	\$149
Keyboard/palm rest	\$60 - \$70**
Individual Keyboard Keys	\$6

**Cost dependent on Chromebook Model