

Litchfield Public Schools

Elementary Technology User Guidelines

2023-2024

Usage Expectations

- Computers/Tablets must be kept at school.
- Students may only use their assigned computer.
- All passwords are to be kept private and secure.
- Printing is for school purposes only.
- Technology devices (student- or district-owned) may NOT be used to make sound, video or picture recordings without the consent of all those being recorded and approved by a teacher.
- Administration or classroom teachers reserve the right to limit any and all privileges related to using their assigned laptop.
- Administration will determine consequences for misuse on an individual basis.
- The device folds to **nearly** 360 degrees. Do not force it to fold further than the case allows.
- The attached case must remain on the device at all times.
- The device comes with a touchscreen-friendly stylus pen. You are responsible for your assigned pen. Keep in the attached loop or in a secure place in your bag at all times.

Internet, Security, Monitoring, and Privacy

- Security monitoring software is in place to manage and observe the use of all staff and students at any time. Security software operated by ESU 10 and Litchfield Public Schools allows for the tracking of all Internet and Non-Internet activity at all times and records use at all times.
- At school, the only allowable connection is through the wireless network “Litchfield”
- Intentional attempts to bypass any monitoring, filtering, or managing is strictly prohibited.
- Users of district-owned devices and internet service should be aware that there is no expectation for privacy. It is to be understood that the school can and will monitor use by staff and students.
- Filtering software is used to limit internet usage to safe and school-appropriate content.
- Litchfield Public Schools reserves the right to define inappropriate use of technology.
- Teachers are permitted to sign up and enroll students in 3rd party curriculum-related online services that are compliant with CIPA, COPPA, FERPA, and the LHS internet safety policy.

Troubleshooting and Repair

- If anything malfunctions or does not work as expected, and your classroom teacher is unable to help, take your computer to Mr. or Mrs. Moser at the earliest convenience to your teacher.
- Students may be expected to be loaned a courtesy computer for any amount of time necessary to troubleshoot or repair the student’s original.
- Never attempt to fix a computer on your own or with outside help.

Damage

- Students may be responsible for any damage or replacement costs.
- Defacing and damaging, including labels and stickers
- Common sense should be followed to avoid careless and dangerous use, but the school reserves the right to determine willful and negligent use.

Litchfield reserves the right to change the terms as it deems necessary

LITCHFIELD PUBLIC SCHOOLS

Technology User Guidelines: See previous page

Acceptable Use Policy: To obtain a full copy of policy, visit school website or ask office

STUDENT USE AGREEMENT

I understand and will abide by the procedures in the *Technology User Guidelines* and *Acceptable Use Policy* for all access to electronic resources of Litchfield Public Schools.

I further understand that any violation may result in access privilege revocation, school disciplinary action, and/or appropriate legal action.

In consideration for the privilege of using the Litchfield Public Schools electronic resources and in consideration for having access to the information contained on it, I hereby release the Litchfield Public Schools from any and all claims of any nature arising from my use of the network.

STUDENT SIGNATURE

DATE

PARENT OR GUARDIAN CONSENT

As the parent or guardian of this student, I have read the *Technology User Guidelines* and *Acceptable Use Policy* for all access established by Litchfield Public Schools. I understand that electronic access is designed for educational purposes.

PARENT OR GUARDIAN SIGNATURE

DATE

SITE ADMINISTRATOR

I agree to promote this agreement with the above-named student. Because the student may use the network for individual use, or in the context of another class, I cannot be held responsible for the student's use of the network.

SITE ADMINISTRATOR SIGNATURE

DATE