Anytime, Anywhere Learning (AAL) Student/Parent Handbook

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Why Anytime, Anywhere Learning (AAL)?

Dubuque Community School District ("DCSD") believes that a guaranteed and viable curriculum is the foundation for teaching and learning. We believe that our Learning Management System (LMS), Canvas, will allow for better alignment of curriculum, instruction, and assessment; better sharing, updating, and revising of curriculum; better assessment of student progress to make more timely decisions about teaching and learning; and better communication with students, parents, and counselors.

DCSD also believes it is essential that students learn to use technology responsibly, ethically, and effectively.

The Dubuque Community School District ("DCSD") believes the Anytime, Anywhere Learning (AAL) initiative is being implemented to benefit student learning. To that end, we believe Anytime, Anywhere Learning (AAL) will do the following:

- Promote student engagement and enthusiasm for learning.
- Encourage collaboration among students, teachers, parents/or legal guardians, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Guide students in their learning and production of knowledge.
- Allow students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

What is Canvas and how can I access it?

Canvas is the Learning Management System (LMS) that DCSD chose to help organize and deliver courses. It contains a gradebook that connects with Infinite Campus, the district's Student Information System (SIS) which allows parents and students to access and see their progress in the course.

The LMS can facilitate online course discussion between the individual student, their peers, and their teachers. It houses electronic course materials (e.g., videos, chats, documents, textbooks, etc.) and allows teachers to give timely electronic feedback to student work. If allowed by the teacher, students can offer feedback to their peers on coursework in Canvas.

Additionally, teachers can annotate student work, providing timely digital feedback. Families can be an observer in any student Canvas account to follow progress. Observer directions

You can access Canvas by typing https://dubuque.instructure.com/login/canvas into the address bar of any browser. Once there, students simply enter their network username and password to gain access to the system.

Digital Citizenship and Online Safety

In addition to using technology for instructional purposes, DCSD also provides experiences for students to become conceptually literate in digital citizenship. Digital citizenship can be defined as the norms of appropriate, responsible, and safe technology use. The issue is larger than understanding how to use technology and encompasses appropriate technology use by students in an AAL environment.

In partnership with parents, district staff will educate students about ethical and legal issues that can be encountered online to help students keep themselves safe and assist them in being responsible for their digital footprint.

DCSD believes that we cannot simply teach digital citizenship lessons to students. Todays' children are living in an age where they are not only consumers of digital content but creators and interactors. We will provide students with opportunities to engage in dialogue and think critically about how they use, interact, and create digital content, so they use technology responsibly, ethically, and effectively. Students will be held accountable for their use of district devices and personal devices while on the district network as outlined in DCSD Policy 5504.

General Laptop Overview

Each student in the Dubuque Community School District (DCSD), will receive a student assigned laptop, charger, and carrying case to use for the duration of their enrollment at either Dubuque Senior High School, Stephen Hempstead High School, Dubuque Online School, Thomas Jefferson Middle School, Eleanor Roosevelt Middle School, or George Washington Middles School. DCSD will retain an inventory of the laptop and accessories in the district's asset management system, Follett Destiny.

The student assigned laptop, charger, and carrying case are the property of the DCSD and can be surrendered at any time. The district-issued, student assigned laptop and/or accessories purpose is to assist with the students' access of required instructional resources offer by their teachers. **The laptop is an educational tool not intended for personal use.**

The district-issued, student assigned laptops are intended for use at school each day and are required to be taken to all classes. Teachers shall have final authority as to the time and method of laptop use in their classroom. Failure to comply with teacher expectations will result in a referral to administration for possible disciplinary action. Laptops should be stored in their carrying case and locked in lockers, in a vertical position, when not in use.

DCSD retains sole right of possession and ownership of all laptop and accessories utilized for the Anytime, Anywhere Learning (AAL) initiative and grants permission to the student to use the laptop according to the rules and guidelines set forth in this document. Failure to follow the terms of this document will result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student, as well as any other disciplinary action deemed

appropriate by DCSD. DCSD reserves the right to monitor and log the use of its technology by users and examine user files and materials as necessary. Moreover, DCSD administrative staff retains the right to collect and/or inspect the laptop at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using DCSD computers, networks, or technology.

Laptop Use and Care

Students are responsible for the laptops they have been assigned. Students must report any damaged or repair to the designated student-run help desks (SRHD) at high schools within 24 hours or the technology coach at each middle school or the principal at the Dubuque Online School.

The student run help desk (SRHD), technology coaches and the DOS principal and/or the Dubuque Community School District's technology department staff will determine whether to repair the laptop on site or issue a loaner laptop. Loaner laptops assume all aspects and policies of the student's originally issued device. Do not take district-owned laptops to an outside repair service center/depot for any type of repairs or maintenance. Please consider the following laptop use and care:

- Always close the lid before moving your laptop. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils, ear buds, etc.).

- Take special care with the laptop's screen. The screen is very susceptible to damage from excessive pressure or weight. Avoid picking up the laptop by the screen or placing your finger directly on the screen with extreme force. Do not touch the screen with anything that will mark or scratch the screen surface.

- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the laptop.   If using a cleaning solvent, dilute the solvent and use a damp cloth.

- For significant lengths of inactivity, the laptop should be shut down completely before closing the lid. This will help to conserve the battery.

- Do not overload a backpack or carrying case as it could damage the laptop. Take precaution when placing the backpack/carrying case on a flat surface. Never sit on the backpack/carrying case with the laptop inside. Do not store the charging cable next to your laptop in your backpack as the uneven pressure can cause damage.

- When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using the laptop while it is directly on a bed or carpet can cause damage due to overheating. If you keep the laptop in your backpack or carrying case for an extended

period of time (e.g., 1 hour) make sure the laptop is placed in "sleep mode" or powered off.

- Liquids, food and other debris can damage the laptop. **DO NOT** eat or drink while using the laptop.

- Fully shut down the laptop when it won't be used for an extended duration. Simply putting the laptop to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

- Allow your battery to completely drain monthly.

- Never attempt to repair the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Report any damage to the designated student-run help desks (SRHD) as soon as possible.

- Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.

- Never transport your laptop with the power cord plugged in. Never store your laptop in a carrying case or backpack while plugged in.

- Do not expose your laptop to extreme temperatures (**below 35 degrees or above 90 degrees**), direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the unit. This includes leaving the laptop inside a vehicle for long periods of time.

- Laptops must always have the Dubuque Community School District device identification label and bar code on them. These labels must not be removed or altered in any way. If the tags are removed or defaced, disciplinary action will result, along with a fine being assessed.

Using the Laptop for School

Students are expected to bring a fully charged laptop to school every day and bring their laptop to all classes unless specifically advised not to do so by their teacher.

Laptops being repaired

- Loaner laptops may be issued to students when they leave their school issued laptop for repair with the Student Run Help Desk, with the Tech Coach at middle school, or make arrangements with Dubuque Online School principal.

- A student borrowing a loaner laptop will be responsible for any damage to or loss of the loaned device.

- Laptops on loan to students having their devices repaired may be taken home.

- A member of the Student Run Help Desk, a technology coach, or an IT staff member will contact students when their laptop is repaired and available to be picked up.
- It is the responsibility of each student to back up his or her own data. In the event your laptop needs to be serviced and swapped out with a loaner laptop it will be critical to have an up-to-date backup of all your important files. Students are encouraged to back up their files and other electronic materials to their OneDrive location provided by DCSD.

Charging Laptops

- Laptops are expected to be brought to school each day with a full charge.

- Students should charge their laptops at home every evening.

- Charging stations may be available for students to use in classrooms.

- Self-service laptop charging lockers will be available throughout the school on a first come, first serve basis. ***NOTE: DCSD is not responsible for other devices that may be charged and stored in these charging lockers.***

- Students who consistently do not have a charged device will be consulted with to develop a corrective action plan to ensure the device is charged.

Laptops Left in Unsupervised Areas

- Under no circumstances should the laptop be left unattended unless it is properly secured. Unsecure areas include but are not limited to; the school grounds and campus, the cafeteria, computer labs, locker rooms, Library, unlocked classrooms, dressing rooms, and hallways.

- If an unsupervised or unattended laptop is found, notify a staff member immediately.

- Unattended laptops will be confiscated by staff. Disciplinary action may be taken for leaving the laptops in an unsupervised location.

- It is recommended to store the laptop in a secure location at school. Examples of "secure locations at school" would be:

    - Lockers with a lock
    - Classrooms that are being supervised and/or locked
    - Other assigned areas that the school has designated as 'secure' storing location(s).

Returning Student-Assigned Laptops

<u>End of the Year</u> - At the end of each school year, students will be expected to turn in their assigned laptops back to the school. Failure to turn the laptop in could result in the student being charged the full replacement cost of the unit. Additionally, DCSD may also file a report of stolen property with the local law enforcement agency.

<u>Transferring/Withdrawing</u> - Students who transfer or withdraw from DCSD must turn in their assigned laptop on their last day of attendance. Failure to turn the laptop in will result in the student being charged the full replacement cost of the unit. Additionally, DCSD will also file a report of stolen property with the local law enforcement agency.

Only One User

A student should **NEVER** allow anyone to use their laptop. Parents or guardians may utilize the laptop for the sole purpose of monitoring a student's use or classwork; personal or business use of a laptop by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's, and by extension, the parents or guardian's responsibility.

No Expectation of Privacy

DCSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, DCSD officials retain the right to collect and/or inspect the laptop at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using DCSD computers, networks, or technology.

Additionally, teachers, school administrators, and the technology department staff of DCSD may use monitoring software that allows them to view the screens and activity on student laptops during daily classroom activities. However, neither the school district nor the original equipment manufacturer will access/activate the built-in camera remotely when off campus. If the student and/or parent wishes to cover the camera it is ok (must use non-tacky adhesive).

DCSD expects students to use technology appropriately and follow all policies when using the Internet and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law.

The student-assigned, district-owned laptop is public property and all activities on this device at school and at home are subject to monitoring of use

Student Access to the Internet

At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district laptops if they have Internet access available to them in their home or other locations. DCSD will not provide students with Internet access outside of school. The district's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.

Students may access the Internet on their district laptop at any time outside of school. As with any other Internet-enabled device, DCSD recommends that parents/or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district laptop.

There will be three (3) tiered levels of Internet access/restrictions employed by the district and depending on various circumstances from academic progress to behavioral needs a student will be given access to. These tiered levels are as follows:

1. **General Access (GA)** – This level of access is the least restrictive and will be made available by default to students and their district-provided laptop both on and off campus.

    NOTE: Social media services (e.g., Facebook, Twitter, Instagram, Snapchat, etc.) will NOT be made available to students and their district-provided laptop neither on nor off campus.

2. **Access Tier 2 (AT2)** – This level of access will be like general access but will also restrict student access to audio/video streaming sites, entertainment, humor, online games, music, shopping, travel, and other entries included in our content filtering's "recreational" category assignment.

    NOTE: Due to the instructional dependencies around YouTube in the district, YouTube is exempt from this access tier and not included in the audio/video streaming sites being restricted.

3. **Access Tier 3 (AT3)** – This level of access will only offer curriculum-approved websites and content as determined by the Dubuque Community Schools District for students and their district-provided laptop both on and off campus.

All students will receive the General Access (GA) level of Internet availability at the start of each school year. Determinations for other levels of tiered access will be made by the high school administration, district officials and/or the parent or guardians based on a case-by-case basis.

All levels of Internet access described above adhere to the Children's Internet Protection Act (CIPA) which was a law enacted by U.S. Congress in 2000.

No technology protection measure is or ever will be 100% effective in protecting young people from exposure to material that is potentially harmful. There is simply too much material on the Internet, with more material posted every second, for any technological system to be 100% effective. Any time a technology is created that seeks to block access to material, another technology will emerge to get around such blocking actions. The Dubuque Community School District will perform a "best effort" approach in employing technology protection measures, but this is no substitute for education, responsible adult supervision, and ethical Internet use.

Parents/Legal Guardian's Right to Waive Access to a Laptop Outside the School Day

Parents/Legal Guardians have the right to waive their child's access to the laptop outside the school day by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will still have access to the laptop while at school, but will not be allowed to remove the laptop from school. A location will be provided to store the laptop at school. The decision to either waive the right to access or to participate in access to the laptop can be made at any time during the school year.

> Should you opt-out and your child should choose to use a personally owned device instead, please understand that software purchased by the District **may not** be available or distributed to personally owned devices.

Technology Discipline

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then a DCSD administrator or designee will decide appropriate consequences in accordance with school policy and the law. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

Tech-related Behavior Violations	Equivalent "traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	**Passing notes, looking at magazines, games (off task behavior)**
Missing case	**No binder/missing supplies**

Cutting and pasting without citing sources (Plagiarism)	**Plagiarism**
Cyber-bullying	**Bullying, harassment**
Damaging, defacing, or endangering device or accessories	**Vandalism, property damage**
Using profanity, obscenity, racist terms	**Inappropriate language**
Accessing obscene material (as defined by Iowa Code Chapter 728) inappropriate files, or files dangerous to the integrity of the network	**Bringing obscene material (as defined by Iowa Code Chapter 728) or other inappropriate content to school in print form**
Using an electronic resources account authorized for another person	**Breaking into or using some else's locker**

Tech Violations
Behavior unique to the digital environment without a "traditional" behavioral equivalent
Chronic, tech-related behavior violations (see above)
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Behaviors addressed in the classroom (low level offenses)
- Off Task behaviors
- Inappropriate Email use

- Games
- Internet sites not related to instruction
- Inappropriate Instant Messaging
- Inappropriate language use

Behaviors addressed by Assistant Principal's office (teachers must complete a referral)
- Online Bullying/harassment
- Inappropriate language use
- Vandalism or property damage of the laptop
- Accessing obscene material
- Accessing inappropriate files dangerous to the network
- Multiple infractions of low-level offenses
- Modification to the district determined settings on the laptop
- Attempting to bypass district set filters for accessibility on internet browsers

School-Based Discipline	DCSD discipline policy 5200 encompasses the Anytime, Anywhere Learning (AAL) environment. Please contact the school directly for details.
Progressive Discipline	Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature. **Progressive Discipline Steps Example** *The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.* Warning In-class consequence School-based consequences Parent contact Administration referral Loss of device for the class period Loss of device or of network access for extended period of time Suspension
Classroom Interventions	For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.
Consequences	Consequences for behaviors that are in violation of secondary school expectations, along with district policy, will be determined by school and/or district personnel in accordance with policy 5200.

Fine Overview

The Dubuque Community School District (DCSD) recognizes that with the implementation of the Anytime, Anywhere Learning initiative there is a need to protect the investment of the district-issued, student assigned laptop and/or accessories. The district-issued, student assigned laptop and/or accessories are issued to the student who, with his or her parents or legal guardians, are the only authorized users of that device. Although each student accepts responsibility for the care and use of the laptop, the laptop remains the sole property of the district. While most accidental damage will be repaired at no cost by DCSD, the student/parent will be responsible for the cost to repair or replace if the laptop is stolen, lost or intentionally damaged. Failure to report damage, even if the damage was accidental, may be considered intentional and negligent.

The student/parent will be responsible for incurring any replacement costs (not to exceed $385.00 at the time of this publishing) of the district-issued, student assigned laptop and/or accessories should it be stolen, lost or damaged. Students/parents may wish to carry their own personal insurance to protect the laptop and/or accessories in cases of theft, loss, or accidental damage.

Additionally, the student/parent will be responsible for full payment of intentional damages to district-issued, student assigned laptops. Officials with the Dubuque Community School District will make the determination regarding intentional damaged of the district-issued, student assigned laptop and/or accessories. Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.

Please see the Laptop Protection and Fine Overview in the Appendix "A" of this handbook.

Elastic Clause

This handbook may not cover all possible events or situations that may occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and community may be taken into consideration. All terms, conditions, and definitions in this handbook are subject to change at any time for any reason when deemed necessary by the Dubuque Community School District.

Anytime, Anywhere Learning Initiative
<ins>Laptop Protection and Fine Overview</ins>

The Dubuque Community School District (DCSD) recognizes that with the implementation of the Anytime, Anywhere Learning initiative there is a need to protect the investment of the district-issued, student assigned laptop and/or accessories. The following outlines the various areas of protection provided by the district: Original Equipment Manufacturer (OEM) warranty, break/fix protection and corresponding obligations regarding use of the laptop and/or accessories by the student.

- **<ins>THEFT, LOSS OR FIRE:</ins>** The OEM Warranty or the BREAK/FIX PROTECTION referenced above does not cover Dubuque Community School District laptops and/or accessories that are stolen, lost or damaged by fire. The student/parent will be responsible for incurring any replacement costs (not to exceed $385.00) of the district-issued, student assigned laptop and/or accessories should it be stolen, lost or damaged. Students/parents may wish to carry their own personal insurance to protect the laptop and/or accessories in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the laptop and/or accessories.

- **<ins>INTENTIONAL DAMAGE:</ins>** Students/Parents are responsible for full payment of intentional damages to district-issued, student assigned laptops. OEM Warranty or the Dubuque Community School District's Break/Fix Protection **<ins>DOES NOT</ins>** cover intentional damage of the laptop and/or accessories. Officials with the Dubuque Community School District will make the determination regarding intentional damage of the district-issued, student assigned laptop and/or accessories.

  The following table is an estimate for pricing related to intentional damage:

SCHEDULE OF DAMAGE or DEFACEMENT	FINE
SCHEDULE "**A**" – Examples, but not limited to, would be: Missing/Removed Asset Tags or other Designated Identification Labels	$10.00
SCHEDULE "**B**" – Examples, but not limited to, would be: Device Input Ports, Audio Board/Speakers, Web Camera, Various Cable/Plastics/Screw Kits	$35.00
SCHEDULE "**C**" – Examples, but not limited to, would be: Casing/Housing/Bezel, Internal Battery, Power Adapter, Keyboard (missing keys), Internal Hard Drive	$65.00
SCHEDULE "**D**" – Examples, but not limited to, would be: Screen Assembly, System Board	$225.00
SCHEDULE "**E**" – Significant Device Damage Damage to the device that cost for repair and parts would exceed the value of the device.	$385.00

All costs of repairs, parts, and fines deemed necessary are the sole discretion
of the Dubuque Community School District, the OEM and/or the district's supplemental coverage provider.

Student Responsible Use of Technology

Purpose

The purpose of the District's Responsible Use Policy (RUP) is to educate students about digital citizenship.

Students shall ensure technology is used in a responsible, efficient, ethical, safe, and legal manner, and that such use is in support of the district's education and business objectives.

The RUP is meant to educate students on how to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of District technology. Students' Internet activities will be monitored by the District to assist in restricting students from accessing inappropriate sites that have visual depictions that include obscenity, pornography or are otherwise harmful to minors.

As used in this policy, "user(s)" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network or their own private network on District property.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email in accordance with Freedom of Information Act (FOIA) and Federal Rules of Civil Procedure (FRCP). All information on the District's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis.

As social media use continues to grow, social media awareness and education is crucial to effectively navigating and productively participating in such online spaces. Participating online with an audience beyond the classroom provides an opportunity to engage with others and experience diverse perspectives. Teaching students to be critical consumers and creators of online material will help them be better positioned for college and career success. Students need guidance on how to responsibly and productively participate online to begin establishing a positive digital footprint. Social media is comprised of online platforms where users engage one

another and share information and ideas through text, video, or pictures. To be responsible social media users, students and staff will understand the different types of social media available and ways to engage in safe and productive ways online. Staff are encouraged to use professional and ethical judgement when friending or following students on social media. If staff require the need to communicate with students via social media, it is recommended that they use professional accounts or universal platforms.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Student Responsibility for Positive Digital Citizenship

I am responsible for practicing positive digital citizenship.

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings unless used for appropriate/applicable school-related function (e.g. student publication, sporting events, and other activities).
- I will not meet anyone in person that I have met only on the Internet without prior consent of my parent or legal guardian.
- I will be aware of privacy settings on websites that I visit.

I am responsible for my passwords and my actions on District accounts.

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.
- I am responsible for treating others with respect and dignity.
- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable, as outlined in District policy 1001.

I am responsible for accessing only educational content when using District technology.

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

I am responsible for respecting and maintaining the security of District electronic resources and networks.

- I will not try to get around security settings and filters, including through the use of proxy servers, to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- I will not engage in acts of vandalism, mischief, tampering, theft and other criminal acts through the use of Network/Internet or other electronic communication services and/or the data infrastructure hardware and wiring used to access these services.

I am responsible for taking all reasonable care when handling District equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to District equipment.

I am responsible for respecting the works of others.

- I will follow all copyright (http://copyright.gov/title17/) guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

I will abide by all laws, this Responsible Use Policy and all other District policies.

Consequences for Irresponsible Use

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts. Users are responsible for any charges incurred while using District devices and/or network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Summary

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security. At all times, in and out of school, social media use on district devices is covered by the RUP.

This responsible use policy applies to all students enrolled in the Dubuque Community School District. Additionally, all existing policies and behavior guidelines that cover student conduct on the school premises and at school-related activities similarly apply to an online environment.

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