



Teays Valley School District Responsible Use Procedures

Dear Parent or Guardian:

Teays Valley School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy is available on the district web site, <http://www.tvsd.us/>, in the School Board section. The policies are File:EDE and File:EDE-R and can found by clicking on Board Policies and then search "technology" using the search feature. Parents and students should also have read and understand the [Technology Handbook For Parents and Students](#).

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. Teays Valley School District is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Teays Valley School District email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

Terms and Conditions of the Student Chromebook:

- We recommend students who take home devices purchase the protection plan for computing devices. The cost of the Protection Plan is \$25 (\$10 for students who qualify for free/reduced lunch). This covers two repairs per year.
- Stickers and writing may not be placed anywhere on the Chromebook or power cord. Students may personalize their Chromebook's case with school appropriate stickers or writing. Purchasing a cases is optional. Families desiring a case must purchase them from the school.
- It is imperative that the device the student is issued be maintained and handled in a responsible way. Damages may require the student to pay a deductible or to replace the device in its entirety, depending upon the damage. If the power supply/cord or other accessory is damaged or lost the student is responsible for the full cost of replacement.
- Students who withdraw or leave the Teays Valley School District and do not return the student issued Chromebook will be subject to a fine and possibly reported to the local law enforcement as having possession of a stolen device.

My child and I have read, discussed and agree to **Teays Valley School District Policy, Technology Handbook for Parents and Students, and Teays Valley School District Responsible Use Procedures.**

Student Name (print): _____ Student ID# _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____