

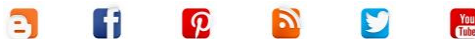


RESPONSIBLE USE POLICY & GOOGLE APPS FOR EDUCATION

Kingsport City Schools
400 Clinchfield Street • Suite 200
Kingsport, TN 37660

Phone: (423) 378.2100 • Fax: (423) 378.2120
www.k12k.com

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For more information on **KCS**, visit k12k.com, listen live on WCSK 90.3 FM, *The Voice of KCS*, read our blog, We Are KCS, watch **KCS Today** on **Charter Channel 16** or call (423) 378.2100.

CONTACT INFORMATION

Administrative Support Center: Technology Department

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Phone: (423) 378.2100 Fax: (423) 378.2120

www.k12k.com

Statement of Assurance of Non-Discrimination

Kingsport City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning the system's compliance with the regulations implementing Title VI, Title IX or the Americans with Disabilities Act (ADA) are directed to the Kingsport City Schools compliance officer for employees, Jennifer Guthrie at [400 Clinchfield Street, Suite 200, Kingsport, TN 37660](#), or by phone at (423) 378.2103; for the general public, Andy True at [400 Clinchfield Street, Suite 200, Kingsport, TN 37660](#), or by phone at (423) 378.2130; and for students Andy True at [400 Clinchfield Street, Suite 200, Kingsport, TN 37660](#), or by phone at (423) 378.2130. Inquiries concerning Section 504 are directed to contact compliance officer Dr. Lamar Smith at [400 Clinchfield Street, Suite 200, Kingsport, TN 37660](#), or by phone at (423) 378.8598.

- Please Return This Page Only -

PARENT/GUARDIAN ACCEPTANCE:

I have read and understand the full KCS Responsible Use Policy within the Student Handbook (available at www.k12k.com) and I am indicating my acceptance by signing below. I will reinforce the proper use of the KCS device and encourage my student to be responsible regarding this opportunity. I understand that I am responsible for the lost or stolen KCS device, repairs to the KCS device, and that charges will be assessed for the unreturned KCS device, missing or damaged KCS device resulting from negligence or intentional destruction or misuse.

Parent Printed Name: _____ Relationship: _____

Signature: _____ Date: _____

Student Name: (Please print) _____

Kingsport City Schools Google Apps for Education Email Permission Form

____ I give permission for my child to use Google Apps for Education.

____ I DO NOT give permission for my child to use any part of Google Apps for Education.

Print Student Name

Print School name

Parent Signature

Date

RESPONSIBLE USE POLICY (RUP)

KCS intends for students and employees to benefit from technological resources while remaining within the bounds of safe, legal and responsible use. Accordingly, KCS establishes this Responsible Use Policy (RUP) and Technology Handbook to govern student use of KCS owned technological resources. This policy applies regardless of whether such use occurs on or off school property, and it applies to all KCS technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and the devices that connect to those networks. Refer to the KCS Student Handbook, available at www.k12k.com, for additional policies and procedures pertaining to KCS technology.

STUDENT DEVICES

Any laptop, computer, tablet or similar device provided by KCS is referenced as a “KCS device.”

I HAVE MY OWN DEVICE

A student may use his/her own device, but KCS will not provide technical support to student-owned devices. Teachers may utilize programs and have lesson plans that are incompatible with a personal device. If using a personal device, a Google Chromebook or Microsoft Windows laptop is recommended.

HANDLING, CARE AND USE BY STUDENTS

The same policies and guidelines that apply to student-issued textbooks also apply to KCS devices issued to students.

- Students are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via an assigned KCS device.
- Students should not allow other users to use the KCS device.
- A KCS device is only for creation of, storage of, access to, and consumption of school-appropriate content. Students should not access, store, create, consume, or share unauthorized or inappropriate content.
- Students should start each school day with a fully charged battery on their assigned KCS device. KCS cannot provide a backup battery should the KCS device battery not be fully charged.
- Students should ensure that the KCS device is logged on to the school district’s network a least every 30 days to receive necessary updates which are critical in keeping the KCS device safe and operational.
- Students should ensure that nothing is ever connected to, or inserted into, any of the ports and/or connectors of the KCS device that are not intended for that particular port or connector.
- Students should ensure the KCS device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.).
- Students should ensure the surface of the KCS device is not altered or defaced. The assigned device may not be decorated, and any labels, stickers, or tags on the KCS device that are affixed by school personnel may not be removed. Students may purchase an appropriate protective cover from an outside vendor that is made to affix to the outside of the device. This cover is the student’s property and may be personalized.
- Only KCS technology personnel may troubleshoot, diagnose, or repair the assigned device.

SECURITY, STORAGE AND TRANSPORT

- Students in grades 6-8 will be provided a work-in-case and the device must remain in the case at all times.
- Students in grades 9-12 have the option to accept a KCS-provided case or provide one of their own.

- The KCS device should be kept powered off and in a protective carrying case when not in use.
- The KCS device should be powered down and kept in a protective carrying case while transporting it in a vehicle.
- Do not hold, lift, or suspend the KCS device in the air solely by the screen/display.
- The KCS device should be transported within a protective carrying case both inside and outside of school.
- The KCS device should be powered completely off before being stored in a protective carrying case.
- The KCS device should be handled with caution, even when in the protective carrying case.
- Do not throw, slide, drop, or toss, etc. the device, even while in the carrying case.
- If a student needs to exit the classroom leaving behind a KCS device that is powered on, opened up, and in use for class, the device should be moved to a secure location and monitored by a KCS staff member. The device should not be left unattended or on a small or unstable desk in a crowded classroom, even if left alone for only a moment.
- The KCS device should be kept secure. Students are responsible for their KCS device at all times. Students should either take the KCS device home for nightly storage or ensure the device is locked and secured in a safe place at school, such as a school locker with a school-issued lock attached. KCS devices should not be left in a classroom for overnight storage, even if the classroom is to be locked.
- At home, a KCS device should be kept out of reach of younger siblings, family pets, or anyone else capable of carelessly handling or inadvertently damaging the device. Students are responsible for not sharing or switching the KCS device, its power charger, and/or other accessories with other users.
- Bringing an assigned power charger to school for daily use is allowed. Students are responsible for any loss or damage that may occur to the charger and KCS device, regardless of whether loss/damage occurs at school or away from school.
- The KCS device should never be stored in an unlocked/locked and/or unattended parked vehicle, even when the parked vehicle is at your residence.

WIRELESS INTERNET ACCESS

- All KCS usage expectations and policies pertain to use on public Wi-Fi networks just as they do when at school.
- KCS devices may connect to any standard Wi-Fi network or secured Wi-Fi network for which the user has the appropriate network key or passcode to connect.
- Many public destinations offer free public Wi-Fi to its patrons and can provide the KCS device Internet access away from school.
- KCS devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, manipulation of firewall settings, use of network connection wizards, or manually assigning of an IP address.

PRIVACY

No expectation of privacy exists in the use of KCS technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using KCS technological resources or stored on services or hard drives of individual KCS devices will be private. KCS administrators or individuals designated by the superintendent may review files on KCS devices if inappropriate activity is suspected. KCS Technology staff will not monitor personal email accounts or other personal communications and/or accounts.

KCS Administration, Staff and Technology Personnel will not use the KCS device webcam for the purpose of observing student activity.

PARENTAL CONSENT

KCS recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. The KCS Technology Department has installed a mobile web filtering solution on each KCS device. The software provides the same web content filtering that students experience on a KCS campus. Since KCS receives federal E-rate funding, web content filtering is required on all KCS devices.

Parents/guardians should understand that no web content filtering is 100% effective. Please monitor your child's Internet usage and talk with them about appropriate Internet use.

OTHER SCHOOL ISSUED ACCOUNTS

To provide access to appropriate online resources and services, teachers or KCS administrators may issue student accounts such as for the district's learning management system (LMS). As new technologies are developed, students may gain or lose access to different services or resources during the school year. Teachers who assign accounts which utilize services or student data information will notify parents directly. All services and resources paid for and utilized by KCS will be vetted by KCS personnel for appropriateness of content and compliance with Federal CIPPA and COPA privacy regulations.

FILE STORAGE

- Students in all grades have an online repository for file storage in the district's Google Drive.
- Flash drives, SD Cards, etc. formatted as storage devices can be used on KCS devices. Google Drive is the recommended file storage location.
- It is the responsibility of students to secure and backup all peripherals, data, and documents connected to or stored locally on the KCS device when repair or maintenance is required.
- It is the responsibility of Graduating Seniors or students leaving the system to ensure they have a copy of all documents.

DAMAGE TO KCS DEVICES

By taking possession of a KCS device, whether on or off campus, students assume full responsibility for the safety, security, care, and proper use of the KCS device. In case of accident, fire, flood, or careless handling of the property, the student agrees to assume full responsibility for the damaged KCS device. In the case of damage or possible damage to a KCS device, the student must report the incident to school administration as soon as reasonably possible

Damages to KCS Devices will not be waived for the following items:

- Damage caused by use with a product not distributed by KCS.
- Damage resulting in a broken screen.
- Damage caused by accident, abuse, misuse, flood, fire, earthquake, or other external cause.
- Damage caused by or due to a pet.
- Damage as a result of violation of this RUP (i.e. involving food, drink or other liquid on or near the laptop).
- Damage as a result of negligence (e.g. the device is placed in an unsafe location or position, the device is misused or improperly handled, or the device is damaged due to a drop).
- Damage caused by service performed by anyone who is not a representative of KCS Technology Department.

- Damage to a part or product that has been modified to alter functionality or capability without the written permission of KCS.
- Damage that is cosmetic, including, but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair use of the device.
- Any issue when either the KCS Asset Tag or Service Tag numbers have been removed.
- Loaning an assigned KCS device or charger to another student.
- Leaving the KCS device or charger unattended.

LOSS OR THEFT

By taking possession of a KCS device, whether on or off campus, the student agrees to assume full responsibility for the safety, security, and care of the KCS device. In a case of complete loss, the parent/guardian agrees to pay the replacement cost. In the case of loss, the student or parent/guardian must report the incident to a KCS building administrator as soon as reasonably possible. In the case of theft occurring away from school, the parent/guardian must report the incident to the law enforcement officials of jurisdiction as soon as reasonably possible and then provide documentation received by law enforcement officially to KCS building administrators as soon as reasonably possible. Failure to report loss or theft as prescribed here may result in the missing KCS device being categorized as lost rather than stolen. In that case, the parent/guardian must assume full responsibility for loss of the KCS device and corresponding financial obligation for replacement costs of the KCS device.

KCS Technology Services may utilize a solution allowing a KCS device to be located if lost or stolen. The location service solution will only be used if the KCS device is reported lost or stolen using the procedures outlined above. While the location service solution is not 100% effective, it does provide a means by which a KCS device could potentially be located if lost or stolen.

REPAIR COSTS

- When, in the judgment of the KCS Technology Director or authorized representative, repairs are feasible and economical, such repairs will be made to a KCS device if the nature of the damage makes the KCS device inoperative or leaves the device in a state in which the damage is likely to increase after redistribution resulting in the need for future repair.
- A parent/guardian is responsible for the cost or repair of a damaged device.
- Replacement costs of device accessories are based on the price which KCS must pay for replacement accessories and/or devices from vendors See List on next page.

Replacement Costs (Prices subject to change)

Parts:	Prices: *prices vary based on model of computer
A/C Adapter	\$20 - \$30
Audio Port	\$110 - \$150
Computer	\$60 - \$210
DC Jack	\$20 - \$30
Display	\$40 - \$100
Display Bezel	\$30 - \$50
Hinge	\$15 - \$25
Keyboard/Palmrest	\$70 - \$100
Speakers	\$10 - \$20
Structural Damage	\$30 - \$45
Motherboard	\$110 - \$150

CHARGES

- Capped at \$225 for school year 2019-2020.
- All charges must be paid in full to have a device returned.
- Current charges must be paid in full before September 1, 2019.
- Report cards will be held, access to prom and school trips will be denied until paid in full.
- Seniors will have a limited view on transcripts, transcripts will not transfer to colleges.
- No diploma until all charges paid in full.

PARENT / GUARDIAN INITIATED ACCOMMODATIONS

It is the belief of KCS that every student should be granted equal access to the resources provided by the school district for learning. A student should not be restricted access to any learning resource that is granted to all other students. If a parent/guardian decides that their student should not take home a KCS device, then the parent/guardian must meet with the principal or designee at the student's school. The KCS principal or designee and the parent/guardian will develop an appropriate plan of action. The parent/guardian request will be kept on file at the school. A parent/guardian requested accommodation example may be that the student checks a KCS device out at the beginning of the school day and then the student checks the KCS device back in before leaving campus.

ADMINISTRATOR-INITIATED ACCOMMODATIONS

As a consequence for misuse or a safety measure for a particular student or for noncompliance with the RUP, the loss of privilege or restricted access to KCS-provided technology can be instituted. If this is the case, a KCS principal or designee will meet with the student and parent/guardian to make arrangements that may deny or restrict access to the device or resource in question. The use of KCS technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed behavior or a pattern of behavior, that is considered by an administrator to be potentially unsafe, or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

In addition to suspending and/or terminating technology privileges, certain violations could result in disciplinary action up to, and including, suspension or expulsion. Additionally, civil and/or criminal action is possible depending on the seriousness of the infraction. Students and employees are responsible for contacting their teachers or supervisors immediately if they discover or are aware of inappropriate/unauthorized use.

REPOSSESSION

If a student does not fully comply with all terms of the RUP, including the timely return of the KCS device, KCS shall be entitled to declare the student in default and visit a student's residence, or other location of the device, to take possession of the property. If a check is returned or the payment plan is in default, the device will be repossessed. All funds are nonrefundable. KCS reserves the right to disable the device at anytime as needed.

APPROPRIATION

KCS retains the right to take any and all legal action for failure to return the KCS device or for using the KCS device for non-school purposes without the written consent of the Superintendent of schools or his/her designee.

INTERNET SAFETY¹

School system staff will employ supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by Board policies and administrative procedures governing use of the school system's electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

¹ BOE Policy 4.406

Kingsport City Schools has taken precautions, which are limited, to restrict access to inappropriate materials; however, on a global network, it is impossible to control all available content. A user may accidentally or intentionally discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Kingsport City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Kingsport City Schools will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. Kingsport City Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

It is the policy of the Kingsport City Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

The principal or designated representatives will provide age-appropriate training for students who use the Kingsport City Schools Internet facilities. The training provided will be designed to promote the Kingsport City Schools commitment to:

- The standards and acceptable use of Internet services as set forth in the Kingsport City Schools Internet Safety Policy;
- Student safety regarding:
 - Safety on the Internet
 - Appropriate behavior while online, on social networking Web sites, and in chat rooms and
- Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

For additional information, please reference KCS BOE Policy 4.406 – Use of the Internet.

DISCLAIMER

KCS and the City of Kingsport make no warranties of any kind, whether express or implied, for the service it is providing, and are not responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the KCS or the user’s negligence, errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. KCS specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Because this Responsible Use Policy deals with KCS resources/devices, KCS retains full editorial control as to any access, use, publication, or other activity relating to students.

WHAT IS GOOGLE APPS FOR EDUCATION?

Kingsport City Schools (KCS) **Google Apps for Education (GAPE)** is an integrated communication and collaboration solution, hosted by Google and managed by KCS. GAPE will provide the ability for students, faculty and staff to communicate, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work, or home, all within a secure “closed campus” online environment.

HOW WILL IT BE USED? Google Apps will provide the ability for students and teachers to store files and collaborate on documents, spreadsheets, and presentations in real time from school or home within a “closed campus” online environment. The use of these tools is optional, and intended to provide an approved and supportable alternative to “consumer” Google accounts.

WILL MY CHILD HAVE AN EMAIL ACCOUNT? YES. Students will be assigned an email account through GAFE that ends in @students.k12k.com. However, the email feature will be turned off for PreK - 8th grade. High School can email only within the district.

HOW DOES GOOGLE PROTECT MY CHILD'S PRIVACY? Google Apps for Education signed the Student Privacy Pledge which is part of an effort led by the Federal Government to ensure student data is only used for educational purposes. Signers of the pledge are committed to:

- Not sell student information
- Not behaviorally target advertising to students
- Use data only for authorized education purposes
- Not change privacy policies without notice and choice
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards
- Be transparent about collection and use of data
- Schools own and retain rights to their own data

WHAT INFORMATION IS USED TO MAKE A STUDENT GAFE ACCOUNT?

First Name Last Name

Username – first four letters of first name, middle initial and last name

Password – a randomly generated five digit number from PowerSchool

School student is attending

CAN I SEE WHAT MY CHILD IS DOING ON GOOGLE APPS? Will there be a Parent View account? No there is not a Parent View account. Parents are encouraged to explore Google Apps with their children by logging in together. You will be able to have your student log in to his or her KCS Google account at home and show you what they are currently working on in class, as well as items that have been “turned in” and commented on by the teacher. Contact your school for this information.

Students should not save any information like Social Security numbers or other personal information to GAFE. Any online system can be compromised by determined intruders. As part of the Internet Safety Education program at your child's school, students receive training in protecting personal information online.