Red Lake County Central High School



2025-26

RLCC HS Computer use and internet acceptable use policy/handbook

Consider the electronic receipt of the RLCC HS Computer Use and Internet Acceptable Use Policy as you and your student's understanding and agreement to the policies held within this document.

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Why 1:1?

RLCC High School is dedicated to providing technology tools and resources to the 21st century learner. Student learning comes alive through innovative use of technology integrated into learning environments across the curriculum.

Engagement & Interactivity Student: Engagement is elevated when learning is customized through the use of technology in the classroom. Engaging students in a digital learning experience allows students to see and interact with content in a variety of ways. Research suggests that when technology is integrated into instruction students not only learn technology skills, but students develop content knowledge and processing skills to prepare for the 21st century workplace.

Learning Anytime, Anywhere: When learning is digitized and made available online, students are able to access classroom content and lectures, collaborate with peers, complete projects, and participate in authentic discussions—all at their fingertips. Learning opportunities expand beyond the brick-and-mortar classroom and open the door to alternative learning environments including classes taught completely online, blended, or hybrid classes with a mix of in-class and online experiences, and effective online interventions, supports and extensions to provide a wide array of educational services that meet student needs. This flexibility gives students control over the space, time, and context for their learning.

Collaboration, Communication, and Shared Learning: Digital communication tools are very much a part of the world that students live in. Educationally, these tools can be highly beneficial in capturing new ways of processing and engaging in our work. Digital communication tools such as documents in the cloud, email, wikis, blogs, and learning management systems allow students to collaborate with each other, their classroom, and the world electronically. Classroom tools such as these extend student learning and allow discussion to occur outside of school and class time. These digital interactions give students an opportunity to ask and answer questions, problem-solve, think critically, and use interactions with peers to gain a deeper understanding of subject matter. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with technology devices integrate technology into the curriculum, providing students with valuable learning opportunities that otherwise would not be accessible. The policies, procedures, and information within this document apply to all technology devices used at RLCC HS, as well as any other device considered by the Administration to fall under this documentation. Teachers may set additional requirements for use in their classroom.

Receiving Your Technology Device

A laptop computer will be distributed to students during the first week of school.

For the 2025-2026 school year a $50.00 Device Protection Plan Fee will be assessed to each student in Kindergarten through 12th Grade. This will be an annual non-refundable fee that must be paid by each student before they are allowed to take a device home. This fee is mentioned in the Computer Use and Internet Acceptable Use Policy/Handbook.

Students who qualify for free or reduced status, or paper Application, the fee will be reduced to $25.00 per student. Those qualifying by Direct Certification will be notified by the school. Paper forms are available by contacting the elementary or high school office and at the Open House event.

The Device Protection Plan fee must be paid before the computer can go home with the student.

All students issued a device are responsible for damage or loss caused by neglect or abuse.

Replacement costs are as follows:

7-9 computer 390.00

10-12 computer 505.00

Charging adapters 30.00

Case.....19.50

Pouch.....5.00

Device Return

District-provided technology devices and accessories must be returned to RLCC HS at the end of the school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment within RLCC #2906 for any other reason must return their school-issued device by the date of termination. If a student fails to return the device and accessories (case, cord, etc.) at the end of the school year or upon termination of enrollment within RLCC #2906, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft report being filed with the Red Lake County Sherriff's Department. Furthermore, students will be responsible for any damage to the device and must return the device and accessories to RLCC HS in satisfactory condition upon the end of the school year or departure from the District.

Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to Mr. Strutz for an evaluation of

the equipment and any necessary repair. Do not contact Dell or other outside entities for issues with your district-provided device.

General Precautions

- Cords and cables must be inserted carefully into the device to prevent damage
- Devices should always be transported in the protective case or bag supplied by the District, which provides sufficient protection for it from normal treatment and is a suitable means for carrying the device. And best practices would be to put the protective case inside a backpack when transporting around and outside the building.
- Cases for protection for the device are furnished by the school district and are property of the district. We know there will be normal wear and tear, but expectations are that you treat it like a textbook. Any intentional damage to the case, or losing the case, will result in paying the replacement fee to the school for a new one. All computers must have a carrying case.
- Do not place anything on or near the device that would cause undue pressure (keep this in mind when putting device in a backpack)
- Screens may be cleaned using a clean, damp cloth. No cleansers of any type (i.e. Clorox wipes). During the school day, all classrooms are provided microfiber cloths and anti-static spray to dampen the cloth.
- Device is subject to inspection at any time without notice and remains the property of the RLCC #2906

Using Your Device at School

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

- Devices Left at Home: If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present.
- Device Undergoing Repair: Loaner devices may be issued under special circumstances to students when they leave their device for repair. There may be a delay in getting a device should the school not have enough to loan. We are leasing these computers. We are guaranteed a quick turnaround time. We also will have a small inventory of devices that can immediately be put to use in emergency situations.
- Screen Savers/Background Photos: Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions as determined by the Principal.
- Home Internet Access: Students are allowed to set up wireless networks on their devices. This will assist them with device use while at home. However, the Internet Acceptable Use and Safety Policy must be followed while at home, using a district-owned device.

RLCC HS Internet Acceptable Use Policy

GENERAL STATEMENT OF INTERNET ACCEPTABLE USE AND SAFETY POLICY #524

In making decisions regarding student access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

B. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
    1. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
    2. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    3. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    4. information or materials that could cause damage or danger of disruption to the educational process;
    5. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

C. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

D. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

E. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

F. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

G. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

H. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

I. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

J. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance

with school district policies conducted through the school district system.

E-LEARNING

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" is subject to all district policies and rules. Distance Learning content is for educational purposes only. By accessing Distance Learning material, I agree not to share the content with anyone not enrolled in the class or assisting an enrolled student. Unauthorized distribution of any distance learning content, including sharing video recordings or screenshots on the internet or social media, is strictly prohibited and could result in disciplinary action and/or the suspension of a student's access to certain distance learning materials.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your child of any age, are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the device and home Internet use.

In alignment with the RLCC HS 1:1 Computer Use and Internet Acceptable Use Policy, beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of District- provided educational technology including District-provided email and cloud accounts as well as the Internet. This includes Internet use at home or any other remote location outside of school.

Filter Access

While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the Device to Bed, but not in the Bedroom

Parenting experts suggest parking all technology devices, from cell phones to laptop, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the device. Remember to model appropriate use and balance of technology in your own life as well.

Here are some additional things to review with your child:

• Anything they do or post online creates a digital record, often called a "Digital Footprint"; nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent, and reposted elsewhere.

• A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"

• "Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online.

• Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.

• Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.

• Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your child about not partaking in this behavior and encourage him/her to report incidents of cyberbullying to an adult.

Helpful websites with Internet safety tips for parents:

Find useful Family Media Agreements at www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf