



Cape Cod Lighthouse Charter School

195 Route 137, E.Harwich, MA 02645

phone: 774-408-7994

Cape Cod Lighthouse Charter School

2024-25 Technology Responsible User Policy/Code of Conduct

CCLCS students will be provided a Chromebook to use in their classes throughout the school day. At the end of each class, students will return the Chromebook back into the designated computer cart or classroom charging station and plug it in so it charges overnight. **Students may not bring Chromebooks out of the building.**

- I. CCLCS students will use technology legally, responsibly, and ethically. Students will use school-owned technology and therefore will follow a code of conduct when using CCLCS devices.
 - A. **Using School Laptops**
 - a. Students may not bring and use their own laptops at school unless special circumstances arise. CCLCS conforms with several laws which are required to protect students when on the Internet.
 - i. The Children's Internet Protection Act (CIPA)
 - ii. Mass. Gen. Laws 71 § 93 - Requires public schools providing computer access to students to have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the Internet.
 - iii. M.G.L.c. 71, § 37O, - The provisions of Mass. Gen. Law 71 prohibit bullying, cyberbullying and retaliation.
 - B. **Expectations:** All existing policies and conduct guidelines as detailed in the CCLCS Student Handbook that cover student conduct on the school premises and at school-related activities similarly apply to the online environment.

The following is a list of activities that are expected of all students:

- a. Handling the device carefully:
 - i. Treat school computers, iPads and equipment with care and respect. Be gentle with keyboards, screens, chargers, and the headphone jack.
 - ii. Carry your laptop carefully. Hold it securely so it doesn't fall.
 - iii. **Always** use your assigned laptop or iPad. **If your assigned device is broken, missing or vandalized, you must bring your damaged laptop in person to Mr. Merrill to assess the damage.**
 - iv. When returning devices to the computer cart or charging station, put your device in the correct numbered slot, and carefully plug it in to charge.
 - v. Enjoy snacks and drinks away from devices.
- b. Logging into the laptop:

- i. Wait/ask for permission from a staff member before using computers in any class.
- ii. Students will log into their Chromebooks using their school issued Google Apps for Education Account, not their personal Gmail accounts.
- iii. Students should never share their account passwords with others, nor should they let someone borrow their account. Students should never type their passwords at a keyboard if others are known to be watching their actions. Students should ask Mr. Merrill to change their passwords if the password is suspected of being disclosed, or known to have been disclosed to an unauthorized party. Students should never write down or otherwise record a readable password and store it near the access device to which it pertains. Students should not store passwords in internet browsers or related data communications software at any time. Instead, students should record this information and keep it in a secure place where others cannot access it.
- iv. Students should not be using a device during Homeroom, snack, or lunch, unless granted permission from a teacher.

C. **Misuse:** Students must exercise self-control and follow classroom and school rules when using a laptop. The following is a list of prohibited activities:

- a. Searching, downloading, or accessing websites in order to attain information/directions to bypass the content filter.
- b. Purposefully damaging or vandalizing devices. Do not remove, damage, or misuse any equipment or accessories. For example:
 - i. **Do not scratch into or write anywhere on the laptop or iPad surface including the screen or the case. This will be considered vandalism.**
 - ii. Do not pick the keys off the keyboards or the logo.
 - iii. Do not pull tape or labels up or off a device.
 - iv. Do not put pressure on the screen, it will break very easily.
 - v. Plug in your earbuds carefully. Headphone jacks cannot be fixed.
- c. Deliberately searching the Internet for inappropriate or distracting materials/images such as backgrounds, videos, pictures, websites, etc. "Inappropriate" materials/images includes but is not limited to those that are deemed obscene, defamatory, libelous, threatening, abusive, hateful, violent, or anything the school administration deems inappropriate.
- d. Accessing Internet sites which are not relevant to the classroom activity.
- e. Playing games or being off-task in any manner during class.
- f. Using websites or apps considered as social media, such as Facebook, Instagram, Snapchat, Twitter, etc.
- g. Using Facetime, Skype, or any other face to face camera application.
- h. Texting, Messaging or Group Chatting.
- i. Sending messages that are not relevant to the academic task in any way, including commenting through Google Drive.
- j. Emailing personal messages, including parents.
- k. Use of the camera without teacher permission.
- l. Using the camera to record, transmit, or post photographic images or video of a person or persons that are not school related and/or without permission.
- m. Watching YouTube videos or any other videos not assigned by a teacher.
- n. Touching or handling someone else's device without permission from a teacher.
- o. Using the device to cheat on assignments, quizzes, or tests.

- p. Any other behavior that causes a distraction or incident from the use of a school device.
- D. Sound:**
- a. Sound must be muted at all times unless permission is obtained from a teacher.
 - b. Headphones/earbuds may be used at the discretion of the teacher.
 - c. We require students to have their own headphones/earbuds for sanitary reasons.
- E. Unacceptable behavior:** Misuse may result in disciplinary action and payment due for any damages that occur.
- a. Replacement screens are \$100 each
 - b. Replacement keys are \$15 each
 - c. Replacement laptops are \$275.
- F. Communication:** When students use technology to interact with members of the school community (email, text messages, social networking), they will always be kind, supportive, and respectful to all members of the community.
- a. All students should communicate with conventional standards of ethical and polite conduct.
 - b. Students should understand that comments or messages sent while a CCLCS student to any public information system or social media platform do not represent the official position of CCLCS.
 - c. Students must report any offensive communications to CCLCS staff immediately and should not respond directly to the originator of offensive electronic messages and / or other communications.
 - d. Students should not send uninvited or unsolicited electronic communications. This includes commercial advertisements, charitable solicitations, questionnaires/surveys, chain letters or political statements.
 - e. Students should not misrepresent, obscure, suppress, or replace their own identity or another person's identity on any CCLCS electronic communications. Students should use CCLCS electronic communication for educational purposes only. Students should not attempt to represent another person's identity electronically / virtually OR create accounts of any kind under the guise of someone else.
 - f. CCLCS is currently using Gaggle software to monitor for student protection, safety, and wellbeing and all student communications are saved/backed-up in real time. Designated CCLCS team members and administration will be notified by alert for any potential student misuse or concern.
- G. Internet Access:**
- a. Internet access is content filtered with GoGuardian when students use their student Google Account.
 - b. Students should recognize that there is no privacy in the contents of email, data or personal files on the Computer Network and Electronic Devices or any part thereof, and that all electronic devices and the Computer Network and Electronic Devices are subject to archiving, routine maintenance, access and monitoring of messages and files may be accessed in appropriate circumstances;
 - c. GoGuardian monitors student activity and sends emails to Mr. Merrill, Ms. O'Leary and Mrs. Woelflein if an activity is flagged. Teachers may also monitor student use through GoGuardian.
 - d. Students searching, downloading, or accessing websites in order to attain information/directions to bypass the content filter may face disciplinary actions.

- e. Students should not post to controversial discussion groups on the Internet or to any other controversial online public forum when using their CCLCS email account or id.
- f. If a student posts a message to an Internet discussion group, an electronic bulletin board, or another public information system, this message should be accompanied by words clearly indicating that the comments do not necessarily represent the official position of CCLCS.
- g. Due to the ever-present nature of social media and the world wide web, oftentimes interactions that occur online outside of school can impact students in school. If and when this occurs, CCLCS will engage students, guardians, and community members if the content is disruptive to students in school. Guardians will be encouraged to address any issues of online misconduct that occur outside of school with all affected parties. If CCLCS involvement is necessary, CCLCS will take a progressive approach to resolution.
- h. It is understood that it is impossible for CCLCS to restrict access to all controversial materials and therefore, parents will not hold the school responsible for inappropriate materials accessed on the school network.

Cape Cod Lighthouse Charter School

2024/25 Technology Responsible User Policy/Code of Conduct

Please return to your homeroom teacher.

"I have read and agree to the 2024/25 Responsible User's Agreement."

Student Signature: _____ Date: _____

Full Student Name **Clearly** Printed: _____

Student Homeroom: _____

Parent Signature: _____