Edwards County CUSD #1

Chromebook Use Policy

Use of Technology

All students in grades 6-12 will have access to Google Chromebooks for educational use in school. The school administration and/or designee will assign them to students to be used at school and at home under approved situations to be determined by the administration and/or classroom teachers. This document provides students and parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of School Technology is a privilege. Everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, loss of credit, receiving a failing grade, and/or legal action as stated in district's Student/Parent Handbook.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Edwards County School District Acceptable Use Policy.

Ownership of the Chromebook

Edwards County School District retains sole right of possession of the Chromebook. Edwards County School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, the school district administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. **When the full technology fee has been paid in full after 4 years and upon graduation of high school, the ownership will transfer to the student.**

Returning Your Chromebook

 End of Year: **Before last week of school.

At the end of the school year, students will turn in their Chromebooks and any peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full amount of the replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

 Transferring/Withdrawing Students

Students that transfer out of or withdraw must turn in their Chromebooks, peripherals, and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the school may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by the Edwards County technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school.

Software*: Google Apps for Education*

- Chromebooks seamlessly integrate with the *Google Apps for Education* suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- Student work is stored in the cloud.

Chromebook Identification

Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number and name and ID number of the student assigned to the device.

Users

- Each student will be assigned the same Chromebook for the duration of his/her time in the Edwards County School District. Take good care of it.

Repairing/Replacing Your Chromebook: Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

Technology Fee

As a means for providing equal access to all students, Chromebooks will be provided to all students for use who, along with their parent/guardians, participate in and complete a fee payment program, and provide all required signatures. At the High School, an annual fee of $40 will be assessed each year. Upon graduation the device ownership will transfer to the student if the student has paid 4 years in fees totaling $160. At grades 6-8, the annual technology fee will be $20. The students at grades 6-8 will leave their device at school. The school district will retain ownership of the device.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Chromebook at School

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

Chromebooks being repaired or forgotten at home

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair or forgotten at home.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. Student and their parent/guardian is responsible for its safe return.
- Chromebooks on loan to students having their devices repaired or forgotten may not be taken home, unless permitted by the school administration.
- Loaner Chromebooks MUST NOT BE TAKEN from the school and MUST BE RETURNED on the same day borrowed.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.
- Repeated violations are subject to consequence.

<u>Backgrounds and Themes</u>

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media is subject to consequence.

<u>Sound</u>

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

<u>Logging into a Chromebook</u>

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

<u>Managing and Saving Your Digital Work with a Chromebook</u>

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Edwards County Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home will be subject to consequence.

Chromebook Care

<u>Taking Care of Your Chromebook</u>

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.   Students are responsible for any and all repairs, unless covered under warranty, and for Chromebook replacement costs.

General Precautions

- No food or drink should be next to Chromebooks; however, the school may designate acceptable use area(s)
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Tags and Logos

- All Chromebooks are labeled with an Edwards County tag
- Tags and logos may not be modified or tampered with in any way.

Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

Proper Care and Handling of Chromebooks in the Classroom

Chargers

- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Heat

- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper air flow to operate correctly.

Gravity - The Enemy of a Chromebook

- Don't drop them. This can break the hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.

Liquids

- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using these devices.

The Screen

- Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil.
- If you open the screen beyond its hinge limitation it will break and be very costly to repair. It is not designed to open to a flat position.
- Do not pick it up by the screen
- Don't place items on top of your Chromebook as the weight can cause damage to the screen. Always keep magnetic devices away from your Chromebook.

Keep It Clean & Refreshed

- Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- Don't use aerosol sprays, solvents, or abrasives.
- To refresh the device, shutdown your Chromebook and disconnect the power adapter. Use a damp, soft, lint- free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Run UPDATES anytime a gray upward pointing arrow appears in the lower right corner of the screen.

Proper way to carry your Chromebook

- Be sure to use both hands if you are moving your Chromebook.
- Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.

Authorized users

- The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse.

<u>Keep your Chromebook secure</u>

- Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision. If using a Chromebook cart, once it is used place the Chromebook back to the assigned slot.

<u>Stay out of the inside</u>

- Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to your teacher or IT person in your school. Let a district technician handle any repairs that require the case to be opened.

Digital Citizenship

<u>Appropriate Uses and Digital Citizenship</u>

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself-I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself-I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others-I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others-I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property-I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property-I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Authorization for Electronic Network Access

In order to educate students in the most recent uses of technology, the District has implemented a number of ways for exploring information other than that found in traditional print form. The District believes it is in the student's best interest to enhance their ability to explore as many options as possible for obtaining information. Some of these methods of exploration can lead to materials that may be contrary to one's beliefs and may be offensive in nature.

Although the District cannot guarantee students will not be able to access this type of material, the District in no way condones or encourages access to this information. In an effort to control access of these materials, the following guidelines have been developed to help control access to offensive materials that may be found through the use of technology:

1. The District expects that instruction in the proper use of technology will enhance curriculum objectives and be an integral part of the instructional program, and therefore teachers and administration will monitor the proper use of all technology.
2. Students utilizing on-line services must have the permission of and be supervised by the District professional staff.
3. Access to technology is a student privilege and the misuse of it can be punishable as any other offense against rules of proper conduct.
4. Vandalism, damage, or disabling the property of the District or of another person is strictly forbidden.
5. To access another person's materials, information, or files is strictly forbidden.
6. All software to be permanently installed on computers must have the prior approval of the administration which will make sure proper license exists for its use.
7. Privately owned software cannot be permanently installed on hard drives.
8. Personnel are not to change the configuration of computers without the permission of the administration.
9. District owned software cannot be taken off the school premises without the approval of the administration.
10. District owned software may not be copied or manuals may not be reproduced unless permitted or allowed by law.

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student to follow the terms of the Authorization for Electronic Network Access, or this policy, may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Please complete this page and return with registration packet.

Printed Student Name: _____   Grade Level: _____

I have read, understand, and agree to the Edwards County CUSD #1 Chromebook Use Policy.

HIGH SCHOOL:

_____   I agree to pay the $40 annual tech fee and understand the terms and conditions for my child to receive a Chromebook at the end of their senior year. I understand that I am financially responsible for any and all repairs to the Chromebook my child uses from both accidental and intentional damages.

_____ I do not wish to pay the $40 annual tech fee but understand I am still required to pay a $20 annual tech fee. I understand that my child will NOT receive a Chromebook at the end of their senior year. I understand that I am financially responsible for any and all repairs to the Chromebook my child uses from both accidental and intentional damages.

GRADE SCHOOL:

_____ I understand that I am required to pay the $20 annual tech fee and at the end of my child's 8th grade year, the device will be left at the school.

_____   _____
Parent Signature   Date   Student Signature   Date