

# Galatia CUSD #1

## Parent/Guardian & Student

### e-Learning Guide



### **e-Learning Procedures & Information for Students & Parents**

The mission of the e-Learning program in the Galatia CUSD #1 is to help propel our personalized learning initiatives & establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student for use at school & possibly at home at the discretion of school administration. The device ensures that students can access educational resources throughout the school day. Every student that has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools & resources, post their current work, track their progress, & interact with teachers & other students around their projects.

Galatia CUSD #1 prepares students for an ever-changing world that sees technological advancements happening at a rapid rate & is committed to preparing students for whatever path they choose after high school. Galatia CUSD #1 schools demonstrate that with a rigorous, high-quality program & the right social & emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. One goal is for students to consistently outperform regional & state performance in all core subject areas & to make great progress in closing the achievement gap for minority & low income students. Galatia CUSD #1 is implementing the e-Learning initiative to further personalize the way each student uses time, receives support to master essential skills, & deepens understanding of content. Finally, the device further prepares students for the use of technology in college/careers.

## **Use of Technology**

All students in grades PK - 12 will have access to Google Chromebooks for educational use in school. The school administration makes the decision to either assign Chromebooks to teachers to be used as classroom sets or assign them to students to take home. This document provides students & parents/guardians with information about the general use of technology, ownership of the devices, rights & responsibilities for possession of the device, educational use, care of the Chromebook & being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students & their parents/guardians are reminded that use of School Technology is a privilege & not a right & that 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, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the district's Student/Parent Handbook. To understand the technology use expectations, students & their parents/guardians are responsible for reviewing the Galatia CUSD #1 AUP that can be found on the website under Acceptable Use Policy.

## **Ownership of the Chromebook**

Galatia CUSD #1 retains sole right of possession of the Chromebook. Galatia CUSD #1 lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Galatia CUSD #1 administrative staff & faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access & to alter, add or delete software or hardware.

## **Receiving Your Chromebook (Gr. 3-8)**

Both students & their parents/guardians must sign the Galatia CUSD #1 Chromebook Agreement prior to picking up a Chromebook.

## **Returning Your Chromebook (Gr. 3-8)**

### **End of Year**

At the end of the school year, students may be asked to turn in their Chromebooks & any peripherals & accessories. Failure to turn in a Chromebook will result in the student being charged the full \$300.00 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 from Galatia CUSD #1 must turn in their Chromebooks & peripherals & 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 \$300.00 replacement cost. Unpaid fines & fees of students leaving Galatia CUSD #1 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 & Responsibilities**

**Responsibility for Electronic Data** 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 & are given no guarantees that data will be retained or destroyed.

**Operating System & Security** Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported & managed by the school.

**Updates** • The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebook.

**Virus Protection** • Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses & malware, including data encryption & verified boot. • No additional virus protection is needed.

### **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 & monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering & monitoring any Internet connection students receive that is not provided by the school.

### **Software**

Google Apps for Education/G Suite\_ • Chromebooks seamlessly integrate with the Google Apps for Education/G Suite productivity & collaboration tools. This Suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, & Forms. • Google Classroom is a learning management system that CUSD #1 faculty are encouraged to provide students with assignments, announcements & other communications. • 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, asset tag code, & name & 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 at Galatia CUSD #1. Take good care of it!

### **Repairing/Replacing Your Chromebook**

#### **Third-Party Insurance - Accidental Damage Only**

- The school has contracted with a third party insurance agency to provide insurance against accidental damage. The cost per year per student is \$25.00. This fee is due at the beginning of each school year & is non-refundable. An additional deductible will be required for repair resulting from neglect or abuse. All students will be responsible for the replacement fees in the event the Chromebook and/or Chromebook Carrying Case is lost or broken. The district highly recommends the purchase of the \$25.00 insurance fee to help cover cost in the event you damage your Chromebook.
- All insurance fees are non-refundable, except when a student withdraws from the school within a month after the device is assigned to them. If a student withdraws from school & enrolls in another Galatia site, the student is not required to pay insurance fees again for the same school year, unless the district provided a refund at their previous Galatia school.

## **Warranty & Insurance**

The school will repair or replace damaged equipment resulting from normal use & accidents. The school will make its best attempt to purchase replacement parts at the best possible price. Abuse or neglect may result in damages. Costs incurred are the responsibility of the student.

Parents are strongly encouraged to purchase insurance. Insurance information is available from the school's office. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department & a copy submitted to the office of the campus where the student attends.

Estimated Costs (subject to change) The following are estimated costs of Chromebook parts & replacements: ● Complete Replacement Device & Accessories- \$300.00 ● Screen - \$60.00 ● Keyboard/touchpad - \$52.00 ● "Always-On" Protective Case - \$20.00 ● Power cord - \$25.00

## **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, & 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, & recording of their use.

**Monitoring Software** Teachers, school administrators, & the technology department staff may use monitoring software that allows them to view the screens & activity on student Chromebooks

**Educational Use** School-issued Chromebooks should be used for educational purposes & students are to adhere to the Acceptable Use Policy & 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 & bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **Chromebooks being repaired.**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement & will be responsible for any damage to or loss of the loaned device. Students & their parents/guardians are responsible for its safe return.
- Chromebooks on loan to students having their devices repaired may not be taken home unless permitted by the school administration.
- Loaner Chromebooks MAY NOT BE TAKEN from school & MUST BE RETURNED on 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.

- Violation may result in disciplinary action.

### **Sound**

- 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.

### **Printing**

- Students will be encouraged to digitally publish & share their work with their teachers & peers when appropriate.
- All student work should be stored in an Internet/cloud application. Students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a staff member.

### **Logging into a Chromebook**

- Students will log into their Chromebooks using their school-issued Google Apps for Education/ G Suite account.
- Students should never share their account passwords with others.

### **Managing & Saving Your Digital Work With a Chromebook**

- The majority of student work will be stored in Internet/cloud-based applications & can be accessed from any computer with an Internet connection & 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 & 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 Galatia CUSD #1 Acceptable Use Policy, Administrative Procedures, & all other guidelines in this document wherever they use their Chromebooks.

### **Chromebooks Left at Home**

Students are required to bring their Chromebook to school every day. Repeat offenders who leave their device at home may receive disciplinary action.

## **Chromebook Care**

### **Taking Care of Your Chromebook**

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

Charging Chromebooks maintenance. Students should never leave their Chromebook unattended except locked in their hallway lockers.

### **General Precautions**

- No food or drink should be next to a Chromebook; however, the school may designate acceptable use area(s)
- Cords, cables, & removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with power cord plugged in, cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, & labels.
- Heavy objects should never be placed on top of Chromebooks. Carrying Chromebooks
- Always transport Chromebooks with care & 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, & other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, & 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.

### **Asset Tags & Logos**

- All Chromebooks are labeled with a Galatia Unit 1 asset tag.
- Asset tags & logos may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

### **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, stairways & 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 offenses will result in disciplinary action

### **Chargers**

- Chargers are not covered under the student's insurance policy.
- Avoid bending the charger cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger cord, & 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, & any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful & gentle as you connect & 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 airflow to operate correctly.

### **Gravity - The Enemy of a Chromebook**

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

### **Liquids**

- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly & 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, & 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 & keyboard as you close the case such as a pencil.
- If you open the screen beyond its hinge limitation, it will break & be very costly to repair. It is not designed to open to a flat position. Keep Chromebook free from papers & other objects before closing it
- 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, shut down your Chromebook & 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.

### **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.

- 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. Additionally, using someone else's account is subject to discipline.

### **Keep your Chromebook secure**

- 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 Chromebook cart, replace the Chromebook back to the assigned slot.

### **Stay out of the inside**

- 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, but it may also 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**

### **Appropriate Uses & Digital Citizenship**

While working in a digital & 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, & 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, & 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, & 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 & not forwarding inappropriate materials or communications. I will avoid unacceptable materials & conversations.
5. **Respect Intellectual Property**- I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all the use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use & abide by the fair use rules.
6. **Protect Intellectual Property**- I will request to use the software & media others produce. I will purchase, license, & register all software or use available free & open-source alternatives rather than pirating software. I will purchase my music & media & refrain from distributing these in a manner that violates their licenses.

### **Copyright & File Sharing**

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



## Student tips for successful **VIDEO CALLS**



Check in with your teacher. Gather your materials.



Be on time. Check in thru the chat when you arrive.



Stay engaged (nod or thumbs up) if others are talking.



Mute your mic if you're not speaking.



Use the chat or raise hand to share ?s/ideas.



Wait for teacher to call on you or unmute your mic.



Take notes in a doc or on paper for reference.



If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @jnmattmiller. Icons by The Noun Project.

### **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 & 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 & be an integral part of the instructional program, & therefore teachers & administration will monitor the proper use of all technology.
2. Students utilizing online services must have the permission of & be supervised by the District professional staff.
3. Access to technology is a student privilege & the misuse of it can be punishable as any other offense against rules of proper conduct.
4. Vandalism, damage, or disable the property of the District or of another person is strictly forbidden.
5. To access or impersonate another person's materials, information or files is strictly forbidden.
6. Personnel are not to change the configuration of computers without the permission of the administration.
7. District-owned software cannot be taken off the school premises without the approval of the administration.

### **Access to Electronic Networks**

Electronic networks & associated accounts, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, & 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 & 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, & developmental levels of the students, & (2) comply with the selection criteria for instructional materials & library resource center materials. As required by federal law & Board policy, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites & in chat rooms, & (2) cyber-bullying awareness & response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum & 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, & 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 & 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 & communications apply when using electronic networks. Electronic communications & 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 & 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 & 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 & staff privacy, safety, & security when using electronic communications,
4. Restrict unauthorized access, including "hacking" & other unlawful activities, and
5. Restrict unauthorized disclosure, use, & dissemination of personal identification information, such as names & 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, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **Prevention of & Response to Bullying, Intimidation, & Harassment**

Policy 7:180 Bullying, intimidation, & harassment diminish a student's ability to learn & a school's ability to educate. Preventing students from engaging in these disruptive behaviors & providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: 1. During any school-sponsored education program or activity. 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities. 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. 4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred & it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7 Bullying includes cyberbullying & means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions & expulsions, that: (i) are adapted to the particular needs of the school & community, (ii) contribute to maintaining school

safety, (iii) protect the integrity of a positive & productive learning climate, (iv) teach students the personal & interpersonal skills they will need to be successful in school & society, (v) serve to build & restore relationships among students, families, schools, & communities, & (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school & school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, & bus drivers.

### **Bullying Prevention & Response Plan**

The Superintendent or designee shall develop & maintain a bullying prevention & response plan that advances the District's goal of providing all students with a safe learning environment free of bullying & harassment. This plan must be consistent with the following requirements: 1. The District uses the definition of bullying as provided in this policy. 7:180 7:180 1 of 3 2. Bullying is contrary to State law & the policy of this District. However, nothing in the District's bullying prevention & response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution. 3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members & parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials & all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Galatia CUSD#1 Policy 7:180

## Galatia CUSD #1 Chromebook Agreement

By signing the below, the student & their parent/guardian agree to follow & accept:

- This Chromebook Agreement in its entirety.
- Authorization for Electronic Network Access;
- The Website & Social Media Guidelines (below).
- That Galatia CUSD #1 owns the Chromebook, software & issued peripherals.
- If the student ceases to be enrolled in Galatia CUSD #1, the student/parents will return the Chromebook in good working order or pay the full \$300.00 replacement cost of the computer. In addition, the student must also return both the Chromebook charger & any other purchased peripherals. Students may be charged for any piece that is not returned. Also, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.
- In no event shall Galatia CUSD #1 be held liable to any claim of damage or negligence.

**Please complete the boxes below to identify the student & their assigned device.**

Student Name (Print):
Student Signature:
Parent/Guardian Name (Print)
Parent/Guardian Signature:

Student Initials	Website & Social Media Guidelines. Think before you act because your virtual actions are real & permanent!	Parent/ Guardian Initials
	Be aware of what you post online. Website & social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive & not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, & pictures. Do not share your password with anyone besides your teachers & parents.	
	Linking to other websites to support your thoughts & ideas is recommended. However, be sure to read & review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy & paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away. Everyone should work together to make our digital environment safe.	