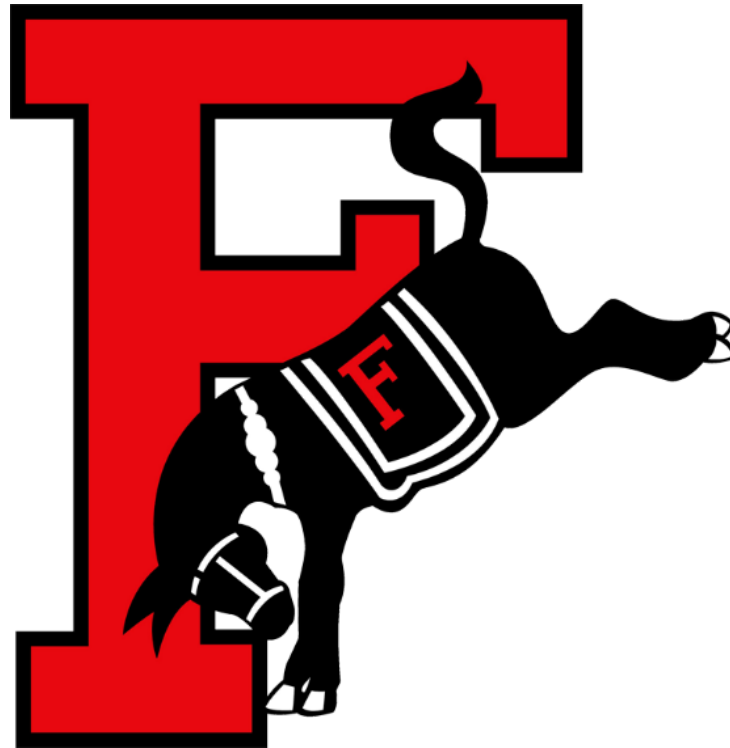


FCHS District #225

Fairfield Community High School

Technology Agreement
2020-2021



FCHS District 225

1:1 INITIATIVE

PROCEDURES AND INFORMATION FOR STUDENTS AND PARENTS

The mission of the 1:1 Initiative at FCHS District 225 is to help propel our personalized learning initiatives and 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 and 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 and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

FCHS District 225 is preparing students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for the path they choose after high school. It has been proven that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. One of the district's goals is to make measurable progress in closing the achievement gap for minority and low-income students. Fairfield Community High School is implementing the 1:1 Initiative to further personalize the way each student uses time, receives support to master essential skills, and 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 9-12 will have access to Google Chromebooks for education use in school. The school administration will be responsible for issuing the Chromebooks to the students to take home in grades 9-12. 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 and not a right and 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 district's Student Handbook. A copy of the FCHS District 225 Acceptable Use Policy is attached to this document.

Technology Fee (THE TECHNOLOGY FEE FOR 2020-2021 HAS BEEN WAIVED WITH THE C.A.R.E.S. GRANT)

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 form signatures. At FCHS, a \$55 Technology Fee is to be paid each year. The Technology Fee includes a warranty covering accidental damage. The school district will retain ownership of the device. Upon graduation the device ownership will transfer to the student if the student has paid 4 years of the Technology Fee totaling \$220.

Agreement Terms

Students are expected to comply at all times with the FCHS District 225 Acceptable Use Policy and the provisions of the Student/Parent Chromebook Agreement. Failure to comply with any provisions of the Acceptable Use Policy and Student/Parent Chromebook Agreement may or will terminate rights of use and result in repossession of the Chromebook and associated equipment by the District.

Ownership of the Chromebook

FCHS District 225 retains sole right of possession of the Chromebook. The district lends the Chromebook to the students for educational purposes only for the academic year. Additionally, the FCHS 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 technology fees has been paid in full after 4 years and upon graduation of high school, the ownership will transfer to the student.**

Receiving Your Chromebook

All parents/guardians are required to read and sign the Chromebook Agreement before a Chromebook will be issued to their student. Each student ***must participate in a school orientation*** and will be issued their Chromebook during the first week of school; provided the Chromebook Agreement has been signed by the student and the parent/guardian. Chromebooks will be labeled by the school district and will include the device serial number and asset tag.

Returning Your Chromebook

End of year

Before the last week of school, at the end of the school year, students will turn in their Chromebooks and chargers. Failure to turn in a Chromebook will result in the student being charged the full \$277.00 replacement cost. ***Additionally, a report of stolen property with the local law enforcement agency may be filed by the school or school designee.*** If a student transfers to another school, said student should return their Chromebook before the transfer to the new school.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from FCHS District 225 must turn in their Chromebooks and chargers to the high school office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$277.00 replacement cost. Unpaid fines and fees of students leaving FCHS District 225 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 a member of the FCHS District 225 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.

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot, therefore 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 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. Parent/guardians are responsible for filtering and monitor any Internet connection students receive that is not provided by the school.

Software

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. All student work is stored in the cloud. Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, tag code, and name and ID number of the student assigned to the device. ***Each student will be assigned the same Chromebook for the duration of his/her time at FCHS.*** They are expected to take good care of it!

Repairing/Replacing Your Chromebook

The replacement cost of the Chromebook is \$277.00. The repairable cost could be lower, depending on the damage to the device.

Vendor Warranty

There is a limited 1 year manufacturer warranty for defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

Repair Costs

Students are responsible for all physical damage and repairs not covered under the third party insurance policy. The cost will be what the school district has to pay for the replacement parts and/or labor.

Estimated Costs *(subject to change)*

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$277.00
- Screen - \$90.00
- Keyboard/touchpad - \$52.00
- Power cord - \$40.00 – ***Please note, power cords are not covered by the third party insurance.***
- Exterior Chassis - \$30.00

Third Party Insurance – Accidental Damage Only

The school has contracted with a third party insurance agency to provide insurance against accidental damage. This insurance is included in the Technology Fee. The warranty covers drops, breaks, spills, hardware failure and manufacture defects. It even covers keys being popped off. The items not covered are AC adapters, lost or stolen devices, batteries outside the manufacturer's warranty and cosmetic scratches.

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. Teachers, school administrators, and 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. Please see the policy at the end of this document.

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 no to do so by their teacher. Loaner Chromebooks may be issued to students when they leave theirs at home, or they have one that is being repaired. This will be at the discretion of the administration on a case by case basis. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. The loaner Chromebook will only be allowed to be taken home if the student borrowing it has a Chromebook that is being repaired. Again, this has to be approved by administration. Student and their parent/guardian is responsible for its safe return. If checking out a Chromebook out because a student forget it at home, the loaner Chromebook **MUST BE RETURNED TO SCHOOL 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.
- Violation may result in disciplinary action.

Background and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No inappropriate pictures or graphics can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sounds 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.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work should be stored in an Internet/cloud application. Students will not print directly from their Chromebooks at school unless told to do so by a teacher/staff member.

Logging into a Chromebook

- 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.

Managing and Saving Your Digital Work with a Chromebook

- 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 Fairfield Comm. High School, Dist #225 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 may receive disciplinary action.

Chromebook Care

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 administration 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 locker.

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.
- Do not pick up the Chromebook by the screen.
- 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.

Identifying a Student's Chromebook

- All Chromebooks are labeled with a Fairfield Comm. High School, Dist #225 tag which cannot 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 tag/logo or for turning in a Chromebook that is not a school device.

Chromebooks left unattended

Under NO circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen or damaged. 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 are not covered under the student's insurance policy.
- 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 airflow to operate correctly.

Chargers

- Chargers are not covered under the student's insurance policy.
- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of a desk drawers.
- Disconnect all connected cords and 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.

Other

- Don't drop the Chromebook! This can break hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.
- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily.
- 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.

**Fairfield Community High School
Acceptable Use Policy**



Dear Parent or Guardian of a Fairfield Community High School Student,

Fairfield Community High School offers students' access to the Internet. There is much responsibility that comes with using the Internet and District #225 has developed a policy for acceptable use. This policy will be enforced when the student is at school, on a school electronic device or network OR using a personal electronic device at school.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. This cannot be done accidentally; a student would have to disclose personal financial information to incur financial obligations.

While the District's intent is to make Internet access available in order to further the educational goals and objectives, students may find ways to access other materials as well. Although the District institutes technical methods or systems to regulate students' Internet access; those methods do not guarantee compliance with the District's Acceptable Use Policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your student's activities while they are on the Internet.

Both the student and a parent/guardian must sign the Acceptable Use Policy (AUP) before a student can access and use the internet at FCHS.

Fairfield Community High School District #225
Acceptable Use Policy
(2020-2021)

Internet access is available to students and teachers at Fairfield Community High School. We believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

In making decisions regarding student access to the Internet, FCHS considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The District expects the faculty to blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. When accessing the Internet, students will be guided to resources that have been evaluated prior to use. However, students will be encouraged to explore other educational resources to fulfill the learning objectives in the lesson. Generally, students will be protected by the content filter in our network, which excludes inappropriate content.

Students utilizing Internet access are responsible for appropriate behavior on-line similar to the expectations in the classroom or other areas of the school. The same general rules for behavior and communications apply online as well as in school.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District and this Acceptable Use Policy. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. In order to maintain system integrity, administrators and faculty may review files, databases, programs, retrieved information, and messages. To insure that users are acting in a responsible manner, the District retains the right to request any student to provide his or her password or log-on information.

All network use will be monitored and/or filtered per the Federal Children's Internet Protection Act. Any attempt to circumvent the CIPA filter will be viewed as a violation of this policy. This includes, but is not limited to, the use of proxy sites that have been designed for this purpose.

Any violation of District Policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. Possible disciplinary actions could include: suspension from Internet access, revocation of Internet service account, suspension from network access, school suspension, school expulsion, and/or referral to legal authorities.

Fairfield Community High School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays, interruptions in service, or hardware/network malfunctions. The District will not be responsible for the accuracy, nature or quality of information gathered through District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

FCHS offers email accounts to all students at school. If your student has access to the Internet from home, then he/she will be able access their Email from home. The goal of student Email will be to enrich educational excellence. Email exchanges might include, but not be limited to, correspondence with administration, students in other locations, classroom teachers (to submit

questions or allow the teacher to send home assignments), and transmitting class documents from home to school. Students are required to sign an Acceptable Use Policy (AUP) before receiving their Email account information. The AUP provides protection for the student and the Fairfield Community High School. Instruction for using student Email will be provided by FCHS staff. The student Email account will remain active as long as the student is enrolled at FCHS. Please keep in mind that Email accounts are the property of Fairfield Community High School District #225 and as such are not completely private. The AUP identifies that the users are charged with maintaining the security of their own files by not sharing their password with others. FCHS will archive all fchsmules.com domain emails for a period of two years. Emails that are received in a “junk” or “spam” folder will not be archived.

****Contact the Technology Administrator with any questions about the network or school computers or use of personal devices on the school network. ****

Notice: This policy and all its provisions are subordinate to local, state, and federal statutes.

The following uses of school-related Internet access are not permitted:

- a. Criminal speech and speech in the course of committing a crime – such as instructions on breaking into computer systems; child pornography; drug dealing; purchase of alcohol; gang activities; etc. (Anything that would violate any local, state, or federal statute.)
- b. Speech that is inappropriate in an educational setting or that violates district rules – inappropriate language includes, but is not limited to, obscene, profane, lewd, vulgar, rude, disrespectful, abusive, sexually explicit, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
- c. Dangerous information – information that if acted upon could cause damage or present a danger of disruption to our students or school. This includes vandalizing, damaging, or disabling the property of another individual or organization.
- d. Violations of privacy – revealing personal information about others or accessing another individual's materials, information, files without permission, or transmission of another individual's financial information. Do not reveal personal information (such as full name, address, telephone number, e-mail address, etc.) about anyone else over the Internet.
- e. Abuse of resources – chain letters, spamming (sending an annoying or unnecessary message to a large number of people), using another user's account or password, violent gaming, unauthorized downloads, unauthorized installation of software, attempting to access another's account, chatting, instant messaging.
- f. Copyright infringement or plagiarism – do not use the intellectual property of another individual or organization without permission. This includes downloading music, software, movies, etc. and the content of the school's website, www.fchsmules.com.
- g. Violations of personal safety – revealing personal contact information about self. Do not reveal your full name, address, telephone number, e-mail address, or any other personal information.
- h. Accessing, retrieving, viewing or disseminating obscene or indecent materials.

**This form must be signed and returned to the high school before a student may use the internet at FCHS.*

Student Agreement

Student Section

Student Name _____

I have read the District Acceptable Use Policy and agree to follow the rules contained in this Policy. I understand that if I violate the rules in this AUP and student handbook, the District may suspend, revoke, or terminate my account and network access, and I may face other disciplinary or legal actions.

I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the internet.

Student Signature _____ Date _____

Parent/Guardian Agreement

I have read and witnessed my child's reading and signing of the District 225 Acceptable Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District-provided email account, Internet system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services or accessing restricted, inappropriate, or controversial material.

I have discussed the terms of the agreement with my child. I give permission for my child to use the email account, Internet and certify that the information contained in this form is correct.

Parent Signature _____ Date _____

Parent Name (please print) _____

Parent/Guardian Web Publishing Agreement

I understand that my student's writing and/or artwork could be published on the Internet during class. I understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me as the parent/guardian. With any work or material published, only the student's picture and/or name will accompany the work. No email address, home address, or telephone number will appear with such work. My signature below indicates my permission for District 225 to use my child's name and picture on the school's web site.

We grant permission for the Internet publishing as described above for this school year.

Parent Signature _____ Date _____

2019-2020 FCHS District #225 Chromebook Agreement

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

- This Chromebook Agreement / AUP in its entirety.
- Authorization for Electronic Network Access;
- The website and Social Media Guidelines (below).
- That FCHS District 225 owns the Chromebook, software, and issued peripherals.
- If the student ceases to be enrolled in FCHS District 225, the student/parents will return the Chromebook in good working order or pay the full \$277.00 replacement cost of the computer. In addition, the student must also return the Chromebook charger. Students may be charged for the charger if it 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 the event that the Chromebook is not returned or paid for if damaged.***
- In no event shall FCHS District 225 be held liable to any claim of damage, negligence, or breach of duty.

Student Name (print): _____ Student Signature: _____

Parent/Guardian (print): _____ Parent/Guardian Signature: _____

Grade: _____ Chromebook Asset Tag Number: _____

Student Initials	Website & Social Media Guidelines Think before you act because your virtual actions are real and permanent!	Parent Initials
	Be aware of what you post online. Website and 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, foes, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct/AUP 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 and 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, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and 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 and 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.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	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.	