

2021-2022 Student Internet and Chromebook Acceptable Use Policy

Cumberland CUSD #77 will offer students access to individual Chromebooks, desktop computers, other electronic devices, and the Internet. Advantages of digital resources available today through the Internet outweigh any disadvantages. It is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Despite all of the advantages of the Internet, it is impossible to control all of the material that the Internet may provide. Use of electronic network devices must be consistent with the school's educational goals in mind. Cumberland restricts access to material that is deemed inappropriate for the educational environment by filtering through a proxy server and monitoring by staff. However, Cumberland CUSD #77 cannot guarantee that children will not gain access to inappropriate material. Use of any information obtained via the Internet is at the user's own risk.

Security:

The policies and procedures apply to all technology used at the Cumberland CUSD #77 by students, staff, or guests. Teachers may set additional requirements for Chromebook use in their classroom.

The account is free and is a privilege. The owner of the password is responsible for all activity that occurs with that account. If a user shares a password with another individual, that user is responsible for any ensuing action as the person performing the action, and will be held accountable. Keep account and password confidential. Do not use another individual's account.

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal.

Vandalism:

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to damage Cumberland CUSD #77 property, harm or destroy data of another user, the Internet, or any other network.

Internet Safety:

Every user must take responsibility for his or her use of the network and Internet to avoid inappropriate sites. In using the network and Internet, users should not reveal personal information such as names, home address, telephone number, school name, location, etc.

Email:

The email system is owned and controlled by the school district. Email is provided to aid students in fulfilling their duties and responsibilities and as an education tool. Students should not use their school email accounts for personal correspondence. School issued email accounts are for educational purposes only.

1. The school and district reserve the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use care in drafting an electronic mail message. Nothing should be transmitted in an e-mail message that would be inappropriate.
3. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator or principal.
4. Use of the electronic mail system constitutes consent to these regulations.

Use of Internet Tools:

The use of blogs, podcasts, or other Internet tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, or other Internet tools. This includes but is not limited to profanity, racist, sexist, bullying, or discriminatory remarks. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers). Students who do not abide by these terms and conditions may lose their Internet access privileges as specified in the School Discipline Policy.

Students are not permitted to download apps, extensions, images, or other electronic information without the permission of system administrator, teacher, or administration.

Acceptable Use:

1. Being polite. Do not become abusive in messages to others.
2. Using appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Restricting personal information, including the addresses or telephone numbers, of students or staff.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Accessing unique resources in the investigation or research of educational studies.
6. Participation in collaborative educational projects.
7. Publish work as deemed necessary by the teacher or network administrator.
8. Research opportunities outside of the school in relation to community service, employment, or college information.

Unacceptable Use:

1. Searching, viewing, sending or retrieving materials that are not related to school work including, but not limited to sexually explicit, profanity, promotion of violence or hate, or illegal materials.
2. Use of abusive language.
3. Cyberbullying.
4. Plagiarism, copying, saving or redistributing copyrighted materials. Users should assume that all material is copyrighted unless explicitly noted.
5. Subscription to any services.
6. Ordering, buying, selling, or trading any goods or services.
7. Downloading files, apps, or extensions..
8. Any use of District computers for financial gain.
9. Sharing the user's or another's personal information.
10. Playing games or using other interactive sites, such as chats, unless deemed necessary by a teacher.
11. Unauthorized access, including "hacking", and any activity that violates a school rule, or a local, state, or federal law.

Chromebook Collections and Distribution:

Chromebooks will be distributed each fall during the first weeks of school. Parents & Students must sign and return the Student Internet/Chromebook Acceptable Use Policy before the Chromebook can be issued to their student. The Chromebook will be in a protective case and have an AC adaptor. Chromebooks must remain in their protective cases at all times.

Student Chromebooks and all district accessories (case and AC adaptor) will be collected at the end of each school year for maintenance over summer vacation. The district will attempt to assure that students retain their original Chromebook each year. Any student who transfers out of the school district will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the

parent/guardian will be held responsible for payment in full. If payment is not received by the parent or guardian, the matter will be turned over to a collection agency or law enforcement.

Chromebook Care:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or to the system administrator. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

1. No food or drink is allowed next to your Chromebook while it is in use.
2. Chromebooks must be shut down properly at the end of each day.
3. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
4. Protective cases must remain on the Chromebooks at all times.
5. Students should never carry their Chromebook while the screen is open unless directed to do so.
6. Chromebooks should be shut down when not in use to conserve battery life.
7. Chromebooks should never be shoved into a locker or book bag as this may break the screen.
8. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
9. Never leave the Chromebook in an unsecure location
10. Students may not remove or interfere with the serial number or other identification tags.
11. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or case.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on top of the Chromebook.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in a backpack that will press against the cover.
4. Do not poke the screen with any object, including fingers.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
6. Clean the screen with a soft, dry anti-static, microfiber cloth or pre-moistened eyeglass cloth.
7. Do not use window cleaner or any type of liquid or water on the Chromebook.

Chromebook Repair Costs:

Broken Screen	\$40
Charger	\$29
Headphone jack plug stuck	\$15
USB Board Replacement	\$74
Keyboard Replacement	\$99
Missing Keys (Up to 10)	\$29
Trackpad Repair	\$79
New Chromebook/License	\$275

STUDENT SIGNATURE: I have read the AUP and I understand that when I am using the Internet or any computer device belonging to Cumberland CUSD #77, I must follow the rules and laws concerning access and copying information as defined by local, state, or federal law and Cumberland CUSD #77. My signature below means that I understand my student account will be taken away and other disciplinary action may be taken if I break any of the rules stated in the AUP.

STUDENT ELECTRONIC SIGNATURE:

PARENT SIGNATURE: I have read the Cumberland CUSD #77 AUP, I understand it's significance, and voluntarily agree that my child must comply fully with all of its terms and conditions. I understand that any violation of the AUP may result in my child's Internet access privileges and student account being revoked and school disciplinary action being taken. Within the conditions of the AUP, I give my permission for my child to have a student account and use the Internet.

PARENT ELECTRONIC SIGNATURE: