

Pikeland CUSD #10

**Technology &
Chromebook
Handbook
2021-2022**

Use of Technology

Students in grades 6-12 will be issued a Chromebook for educational use throughout each school day. With this privilege and the extraordinary opportunity to explore digital resources comes responsibilities for each student and his/her parents/guardians. This handbook provides students and their parents/guardians with information about the general use of technology, “ownership” rights and responsibilities for possession of the Chromebook, care of the Chromebook, and expectations as a digital citizen. Along with the efforts of parents/guardians, Pikeland CUSD #10 will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

If the district needs to move to full or blended remote learning during the school year, students in grades 2-5 will be issued a Chromebook for home use. All rules outlined in this document will apply to those students.

During the registration process, each school year, all students and their respective parents/guardians must agree to all policies listed in this handbook to receive and utilize a Chromebook, the Pikeland CUSD #10 network, and all other District-owned technology-related items.

Failure to follow the terms of the policies will result in disciplinary action, including but not limited to confiscation of any Chromebook and accessories lent to the student and revocation of the student access to Pikeland CUSD #10 technology, as well as any other disciplinary action deemed appropriate by Pikeland CUSD #10 administration.

Ownership

Pikeland CUSD #10 retains sole right of possession and ownership of the Chromebook (Device) and grants permission to the student to use the device according to the rules and guidelines outlined in this document and the **Student Authorization for Electronic Network Access & Acceptable Use Policy 6:235**. The Chromebook is not the property of the student. Pikeland CUSD #10 loans the Chromebook to the student for only educational purposes during the academic year or during the school day. The student will be held responsible for the proper care of the Chromebook and accessories. Pikeland CUSD #10 reserves the right to monitor and log students' use of the District's technology and network and to examine user (student) files and materials as necessary. Moreover, Pikeland CUSD #10 administrative staff retains the right to collect and inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using Pikeland CUSD #10 computers, networks, or technology.

Asset Tags

An asset and/or a tag/barcode-like sticker placed on the device for inventory and monitoring purposes.

- All Chromebooks have an inventory tag and asset tag.
- Tags may not be modified or tampered with in any way.
- A student 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.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with the classroom rules set by the teacher; this Handbook which includes Board Policy 6:235 Student Authorization for Electronic Network Access and Acceptable Use Policy; and, any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action, subject to the consequences outlined in Board Policy and repossession of the Chromebook and its accessories.

Administration may also refer the matter to law enforcement if the violation involves illegal activity.

Classroom Intervention - For low-level violations, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, loss of privilege to use the device during the class period, teacher contact with home, and any other intervention deemed appropriate for the violations(s). Documentation of these infractions, along with intervention attempts, will be recorded by the classroom teacher.

Progressive Discipline - Discipline will be imposed on an escalating scale ranging from a verbal warning to a possible based on the number of previous violations and the nature of or circumstances surrounding a particular violation. If multiple offenses occur, a student may lose his/her privilege for a designated length of time or on a permanent basis. Progressive discipline will be handled by the administration after a referral from classroom teachers, School Resource Officer, computer services, or administration.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned Device. In general, the

use of technology requires efficient, ethical, and legal utilization of all digital resources.
Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for...

General Care

The student is responsible for ensuring the following precautions:

- Never leaving the Chromebook unattended.
- Never loaning the Chromebook or its accessories to another student.
- Keeping the Chromebook on a flat, solid surface so air can circulate. (Using a device directly on a carpet can cause damage due to overheating.)
- Never setting books or stack heavy objects on top of the Chromebook.
- Never setting food or drink next to Chromebooks.
- Never leaving the Device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Always carefully inserting cords, cables, and removable storage devices into the Chromebook. Never defacing the Chromebook and its accessories through use of writing, drawing, stickers, labels, or any other means.
- Never using the Chromebook to charge a cell phone.

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. The student is responsible for the following screen precautions:

- Never putting pressure on the top of a Chromebook when it is closed.
- Never storing a Chromebook with the screen open.
- Always making 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.

Chromebook Problems/Repair

If the device is not working properly, the student needs to take the device to the Library. The student will be issued a loaner device on a temporary basis. All policies listed in this handbook apply during the loaner period.

Students will be charged the following fees if intentional damage is discovered.

Fee Schedule

Battery Replacement	\$45.00
Screen Replacement	\$50.00

Device Replacement	\$150.00
Other Device Damages	\$25.00
Asset & Inventory Tag Replacement	\$10.00

If your Chromebook becomes damaged during remote use, notify your teacher immediately so they can make arrangements for repair, replacement, or other options.

The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.

Appropriate Classroom, Library, and Study Hall Routines

The student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes. Using the Chromebook for recreational use during class time, while in the Library, or during homeroom is prohibited. Students are expected to participate fully in all classroom activities as directed by their teacher. In addition, to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

1. Logging into a Chromebook
 - The Student will log into their Chromebooks using their school-issued Google Apps for Education account.
 - The student will never share account passwords with other students.
2. Managing and Saving 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.
 - The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
 - The school will not be responsible for the loss of any student work.
 - When using G Suite for Education the student will use language that is considered appropriate and polite. The student will not submit, post, publish or share any defamatory, inaccurate, abusive, obscene, profane, sexually-orientated, threatening, racially offensive, harassing, or illegal material. Violation of this responsibility will result in disciplinary action.

3. Listening to Music

- The sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their personal set of headphones/earbuds for sanitary reasons.

4. Watching Movies

- Watching movies on a Chromebook is not allowed during school hours unless permission from the teacher has been provided to complete a school assignment.

5. Webcams

- Webcams are to be used for educational purposes only, as determined under the direction of a teacher.

6. Gaming

- Online gaming is not allowed during school hours unless the student has been given permission by a teacher to complete a school assignment.

7. Backgrounds and Themes

- Students will be prohibited from changing their backgrounds or themes.

8. Printing

- Students will be encouraged to publish digitally and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/Cloud application, students will not print directly from their Chromebooks. Any printing that needs to be done is accomplished by accessing their Chrome Accounts in a computer lab or library.

9. Chrome Web Apps and Extensions

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store. District approved Chromebook Apps and Extensions will be pushed out by the District Technology staff.

10. Internet Safety and Content Filter

- The District utilizes web and content filtering to maintain a safe and appropriate digital space for our students. The District's Internet access has a filtering device that blocks entry 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, HIPAA regulations and as determined by district personnel.

Parent/Guardian Responsibilities

1. Sign the Student/Parent Technology Agreement

In order for students to be issued a Chromebook, a student, and his/her respective parent/guardian must sign the Student/Parent Technology Agreement. Please note that handbook rules and procedures may change during the school year. If a change is made it will be put in writing and sent home via email or school newsletter.

2. Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date if the property is any of the following:

- Not returned
- Intentionally damaged
- Lost because of negligence

3. Support Internet Safety & Etiquette

Internet safety is about helping your child use the Internet productively and practice safe responsible online behavior. Internet safety is taught throughout the school year to students at all grade levels.

Pikeland CUSD #10

Student Authorization for Electronic Network Access and Acceptable Use Policy

Introduction

Pikeland CUSD #10 (herein referred to as District) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Authorization and Acceptable Use Policy (AUP) does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Technologies Covered

The District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities message boards, email and more. As new technologies emerge, the District will attempt to provide access to them. The policies outlined in this document are intended to cover all available school technologies, not just those specifically listed.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise, follow this Authorization.

Staff members shall supervise students while students are using School Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization. The School District shall endeavor to provide for the education of minors

about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The District's Internet access has a filtering device that blocks entry 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 District. (Note: the filtering device is not guaranteed to block all inappropriate sites. Even the most sophisticated and current technology tools cannot block all inappropriate sites one hundred percent.)

Terms and Conditions

Acceptable Use - Access to the District's electronic networks must be for the purpose of education, research, or communication, and be consistent with the educational objectives of the District.

Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or School or District administrators will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Tampering with another person's account when the user fails to log out;
10. Posting material authored or created by another without his/her consent;
11. Posting anonymous messages;
12. Using the network for commercial or private advertising;

13. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
14. Using the network while access privileges are suspended or revoked.
15. Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.

Some examples of MINOR unacceptable uses are:

Searching the internet off-topic/task:

Using technology for non-educational purposes

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
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. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service, it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Unauthorized Access Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but not limited to, financial, employee, or student information and documents.

Security - 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. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Use of Electronic Email - The District's electronic mail system, and its constituent software, hardware, and data files are owned and controlled by the District. Users of the student email system are responsible for their use of the email. The use of the District's electronic mail system constitutes consent to the following guidelines. Failure to do so will result in the termination of email privileges for the user.

- The use of the email must be in support of education and research and must be consistent with the academic actions of the District.
- The e-mail user will use language that is considered appropriate and polite. The user will not send information that other users would find offensive.
- The purpose of email should be restricted for educational purposes and not to "chat" or send "random" messages to other students or friends outside the school.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to computer services. Downloading any file attached or contained within any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. The account user has no expectation of privacy with regard to any electronic mail account or other aspect of the District's electronic mail system. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Students can use only his/her District provided email address.

Consequences for Violation of Policies

The failure of any user to follow the terms of the agreement will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The following consequences will be administered based on the severity of the violation:

Consequence for Minor Violations

A single consequence or any combination of the following may be administered per the discretion of the teacher:

- Warning by the teacher
- Loss of technology privilege in the class for a timeframe designated by the teacher
- General discipline steps for misconduct in class

Consequences for Major Violations

1. First Offense

- ◆ All computer privileges are revoked from the student for two weeks.
- ◆ Computer Services is notified and the student's account is suspended for those two weeks.

- ◆ Teachers, counselors, and parents are notified of the violation and consequences.
 - ◆ Students are still responsible for completing all assigned classwork or assignments that require digital access (e.g. student may need to complete work using a home or public library network).
2. Second Offense
- ◆ All computer privileges are revoked from the student for nine weeks.
 - ◆ Computer services are notified and the student's account is suspended for those nine weeks.
 - ◆ Teachers, counselors, and parents are notified of violations and consequences.
 - ◆ Students are still responsible for completing all assigned classwork or assignments that require digital access (e.g. student may need to complete work using a home or public library network).
3. Third Offense
- All computer privileges are revoked from the student for the remainder of the school year and possibly longer, depending upon the consequences and time remaining in the school year.
 - Computer Services is notified and the student's account is suspended for the determined time of revocation.
 - Teachers, counselors, and parents are notified of violations and consequences.
 - Students are still responsible for completing all assigned classwork or assignments that require digital access (e.g. a student may need to complete the work using a home or public library network.)

Appropriate Uses and Digital Citizenship

Digital media and technology continue to evolve at a dizzying pace, bringing extraordinary opportunities as well as real challenges for our nation's young people. Kids and teens are using the immense power of the internet and mobile technologies to explore, connect, create, and learn in ways never before imagined. But with this power come ethical dilemmas and challenging issues, such as cyberbullying, hate speech, privacy violations, digital distraction, and more, that are surfacing both in schools and at home.

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 the information. I will use and abide by 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.

To further support digital citizenship development students will complete lessons using grade appropriate lessons created by Common Sense Education.

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.

Pikeland CUSD #10
Student and Parent/Guardian Technology & Chromebook Agreement

Student Agreement:

- I will not use the assigned Chromebook for non-academic purposes (e.g. games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.).
- I understand that my Chromebook needs to be charged and ready for use each day. Charging at school will be on a limited basis. Do not expect availability at school to charge your Chromebook except in emergency situations.
- I will NOT loan out the Chromebook or any of its accessories to other individuals, and I know that I will be issued the same Chromebook each year.
- I will keep the issued Chromebook off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of my assigned Chromebook or attempt any repairs.
- I will not deface the assigned Chromebook or its accessories in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing or marking any surface of the Chromebook.
- I understand that obscene language and/or materials, including music, and/or pictures are prohibited.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Pikeland CUSD #10.
- I will follow the expectations outlined in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy and the District's Code of Conduct as outlined in the Student Handbook. As such, the student is subject to all discipline measures for violation of the same.

Parent/Guardian Agreement:

- I will be responsible for the repair or replacement costs in the event of loss or damage to the Chromebook and/or accessories is negligent or deliberate.
- I acknowledge that my student and I are to follow the expectations in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.
- I understand that Chromebook charging will not be regularly available at school and that Chromebooks will need to be charged at home. I will contact my building principal for alternate arrangements if this presents a hardship.

The above is a copy of the agreement each parent and student signed prior to receiving their Chromebook. This page does not need to be returned to the school. It is for reference only.

Student Agreement:

- I will not use the assigned Chromebook for non-academic purposes (e.g. games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.).
- I understand that my Chromebook needs to be charged and ready for use each day. Charging at school will be on a limited basis. Do not expect availability at school to charge your Chromebook except in emergency situations.
- I will NOT loan out the Chromebook or any of its accessories to other individuals, and I know that I will be issued the same Chromebook each year.
- I will keep the issued Chromebook off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of my assigned Chromebook or attempt any repairs.
- I will not deface the assigned Chromebook or its accessories in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing or marking any surface of the Chromebook.
- I understand that obscene language and/or materials, including music, and/or pictures are prohibited.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Plkeland CUSD #10.
- I will follow the expectations outlined in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy and the District's Code of Conduct as outlined in the Student Handbook. As such, the student is subject to all discipline measures for violation of the same.

Parent/Guardian Agreement:

- I will be responsible for the repair or replacement costs in the event of loss or damage to the Chromebook and/or accessories is negligent or deliberate.
- I acknowledge that my student and I are to follow the expectations in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.

Student Signature: _____ Parent Signature: _____

Date: _____ Date: _____

Please sign and return this sheet back to the office by _____.