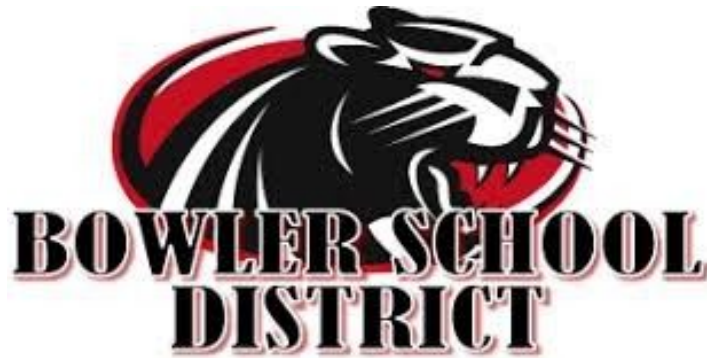# School District of Bowler
Chromebook, Technology Procedures, Information, and
Acceptable Use Policy

This Handbook outlines useful information, procedures, and policies to protect the Chromebook investment for the School District of Bowler and the safety of the students.

In the School District of Bowler, it is important to use information and technology in safe, legal, and responsible ways. We embrace these conditions as aspects of being a digital citizen and strive to help students develop a positive digital footprint. The purpose of the 1-to-1 program is to create a collaborative environment for all learners, preparing them for life outside of school by promoting the development of self-directed, responsible, lifelong learners and users.

School District of Bowler 1:1 HANDBOOK

WHY 1:1 in Bowler Public Schools

We want Bowler students to have the tools they need to succeed in learning to prepare them for career and college readiness. We need a device in the hands of every 1st-12th-grade student for:
- writing, revising and being producers of information
- accessing information (research, teacher web pages, online resources, online textbooks, online databases, video instructions, Moodle)
- data gathering & analysis using spreadsheets
- presenting information visually
- capturing, creating and communicating through images
- Note taking
- managing personal time (calendar, assignment notebook)
- accessing student records, grades, and assignments
- communicating (email, blogging, submitting assignments electronically)
- collaborating (connecting with experts, Google docs)
- participating in web-based curriculum software

District-Issued Chromebook Device

The School District of Bowler is supplying 1st- through 12th-grade students with a Chromebook device. This device is the property of the School District of Bowler. The supplied Chromebook will provide each student access to the required educational materials needed for each student to be successful. The Chromebook allows student access to Skyward, BlueJeans, Google Apps for Education, educational web-based tools, as well as many other useful resources.

The supplied device is an educational tool not intended for personal use, including gaming, social networking or media streaming.

FEES:

- There will not be any fees charged at this time for the use of the Bowler 1:1 Chromebooks. However, the District is looking into a reasonable insurance premium as an option for parents to cover breakage and repair.
- Families will be 100% responsible for any damage, loss or repairs needed to the district-provided Chromebook or Chromebook charger.

Chromebook Care

General Care

- **DO NOT place stickers, notes or any adhesive products on any Chromebook surface**
- Avoid placing heavy objects on Chromebook
- No food or drink near the Chromebook
- Use care when inserting and removing charger/usb/memory cards and any other device you may be connecting to the Chromebook
- Do not place on uneven surfaces
- Do not leave in extreme heat (above 100 degrees Fahrenheit) or cold (below 32 degrees Fahrenheit)
- Do not touch the screen with your fingers or any objects for any reason
- Report loss and/or damage to the Tech Department immediately or school office immediately

Carrying Chromebooks

- Keep Chromebook in the district-issued case when not in use
- Do not drop case or backpacks with a Chromebook inside
- Always use two hands when carrying Chromebook
- Never transport Chromebook with Chromebook open
- Do not "stuff" Chromebook charger into Chromebook case provided it is not designed to fit

Power Adapter and Charging

- Charge overnight and come to school with a full charge
- Use care when handling the chargers
- Do not force charger or any other plug into the Chromebook
- Do not transport while plugged into the power adapter

Cleaning

- Never use cleaning products containing alcohol, ammonia or any other strong solvent
- Do not spray or wipe your Chromebook with any household cleaner/windex/cleaning cloth or wipes
- Clean your Chromebook keys and screen with a lightly moistened soft cloth
- If you need assistance on how to clean your Chromebook properly, ask your teacher or bring it to the school office.

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1. RECEIVING YOUR CHROMEBOOK

1a. Chromebook Distribution
- Parents/Guardians and students MUST sign and return the Acceptable Use policy document before the Chromebook will be issued to their child. This should be completed as part of **Back-to-School Registration.**
- The Chromebooks will be distributed within the first week of each school year.
- All students will receive training on setting up their Chromebook and proper care of their Chromebook at the time of distribution.
- Students in Grades 7-12 will be allowed to take their assigned Chromebook home upon submission of the Acceptable Use Policy and the submission of the form at the end of this handbook.

1b. Grades 1- 6 Retrieving of Chromebooks Daily:
- Chromebooks will be secured in the teacher's classroom in the charging cart overnight.
- The student will retrieve their assigned Chromebook from the cart at the beginning of the day when directed by the teacher.
- At the end of the day, the student will place their assigned Chromebook back into the assigned number and make sure the Chromebook is plugged back in for charging overnight.
- Chromebooks will not be allowed to be taken home by students in Grades 1- 6.
- If there is a school closure and students need to work virtually on their Chromebooks, the elementary school will coordinate a pick-up procedure where parents can pick up their child's Chromebook at a designated time and place.

2. RETURNING YOUR CHROMEBOOK

All district-owned Chromebooks must be returned to an adult in the school office when a student leaves the district or at the end of the school year.
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.
- **The Chromebook and the charger are required to be returned together**.
- Chromebooks will be collected at the end of each school year. In most circumstances, students will have the same Chromebook each year while enrolled at Bowler Public Schools.
- Families will be charged the full price of the Chromebook if the device is not returned by the designated date. Any unpaid fees will be sent to collections.

3. 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 taken to the school office as soon as the student notices an issue so that the issue can be taken care of properly. *Do not take district-owned Chromebooks to an outside computer service for any repairs or maintenance*.

3a: General Care

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- **Chromebooks must remain free of any writing, drawing or stickers, including removable skins**. The district-provided identification label is acceptable on the Chromebooks.
- Vents should not be covered. This will cause the device to overheat.
- Chromebooks must have a bar code on them at all times. This tag must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action may result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Chromebooks should always be supervised by the student who is assigned the device.

3b: Carrying Chromebooks

- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a carrying case or backpack while plugged in.
- Transport Chromebooks with care. It is recommended to use a backpack or carrying bag.
- Chromebook lids should always be closed and tightly secured when moving. Always support a Chromebook from its bottom with the lid closed.

3c: Screen Care

The Chromebook screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (such as pens, pencils, disks, etc.).

3d: Cleaning Your Chromebook

- Clean the screen with a soft, dry microfiber cloth, 100% cotton, or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day and are required to be taken to all classes. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with instructor expectations will result in a referral to administration for possible disciplinary action. Chromebooks should be locked in lockers when not in use.

4.a Chromebook Web Filtering
- Bowler School-issued Chromebooks will be filtered for inappropriate websites, searches, bullying keywords, and any other inappropriate content attempted to be accessed by students.
- If any students are suspected of inappropriate website access or content access, the school may request a report of the students activity for further investigation.
- Students Google accounts and Bowler-issued Chromebooks will be filtered while at school, and even when at home or any other WiFi network.

4.b Chromebook Classroom Monitoring
- Student Chromebooks will be monitored by their classroom teachers during class sessions to ensure that students stay on track with their in-class instruction.
- Teachers have the ability to lock down Chromebook access to just certain websites and even areas of your Chromebook at any given time during class.
- Any inappropriate websites or usage of Chromebook activities can be captured and reported to administration for evidence and disciplinary actions may occur.

4a: Chromebooks left at home
- If students leave their Chromebook at home, they will be allowed to use their personal cell phone, after getting teacher permission, to call/text their parent/guardian to bring it to school.
- The student will have the opportunity to check out a loaner Chromebook from the library if one is available twice per semester.
- Repeated failure to bring the Chromebook to school will not only negatively impact the student's education, but may result in a referral to administration for disciplinary action.
- **Loaner Chromebooks must be returned to the library at the end of the day.**

4b: Chromebooks Out for Service/Repair
- If a student needs repairs done on his/her chromebook, it should be brought to the school office, and a loaner Chromebook may be issued to the student.
- Students using loaner Chromebooks will be responsible for any damages or loss of device incurred while in possession of the Chromebook.
- **Loaner Chromebooks are not allowed to be taken home**. They must be returned to the library at the end of the day. It is the discretion of the library media specialist and technology director to allow the device to leave the building.

4c: Charging your Chromebook
- Chromebooks must be brought to school each day fully charged.
- Students should not need to use their charger at school as long as it is fully charged.
- Repeated failure to bring the Chromebook fully charged to school will not only negatively impact the student's education, but may result in a referral to the administration for disciplinary action.

4d: Backgrounds and Screensavers
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

4e: Sound
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.
- Chromebooks are not to play music or videos out loud at any time.

4f: Printing
- Limited printing will be available in specific locations throughout the building
- Chromebooks are not set up to print.
- Students are encouraged to **not print** if documents can be sent/shared via electronic means.

4g: Account Access & Password
- Students will only be able to login to the Chromebook using the bowler.k12.wi.us account.
- Take care to protect your password. Do not share your password. You are responsible for what happens on your assigned Chromebook.

4f: Downloading Apps
- Students are only allowed to download apps from "For Bowler School District" on the "Chrome Web Store."
- Only apps assigned by teachers are allowed to be downloaded.
- If you find an app you believe would be beneficial for student academic use, please submit a proposal to the library media specialist, including the name of the app and the reason it is valuable.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

Your digital work on the Chromebook will be saved to the Google cloud. This will provide you with access to your digital work from any device with Internet or WiFi access.
- All students will have unlimited free storage associated with their Bowler-issued Google accounts for files for school purposes and needs.* This storage is for Google Apps suite of products, including email, calendar, web sites, Google Drive and Google Docs.

- *Offline file storage on the device will depend on the specific Chromebook device.*
- Students will be instructed on how to turn on "Offline Files" to store copies of their Google files on the device for use when not in a WiFi-enabled area.
  - Student Chromebooks have limited Internal storage capacity, so it is recommended to not store large files on your Chromebooks offline storage area.
- Students may be required to download documents from Schoology in order to work on them outside of school.
- Prior to leaving the district or graduating, students who want to save any work stored in their Bowler Schools Google account will need to either transfer the documents to a USB storage device or download them to a personal computer at home

6. CHROMEBOOK DEVICE UPDATES AND MAINTENANCE

6a: Updating your Chromebook
- Student Chromebooks are set to automatically update and may prompt you on the lower right side of the screen to restart your Chromebook for updates to take effect.
- Please restart your Chromebooks at least once a week to stay current with Chromebook software and features.

6b: Virus, Malware and Security
- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. There is not any virus specific software installed on the device.

6c: Procedures for Restoring your Chromebook
- If your Chromebook needs technical support, please report this to your school office so they may contact the appropriate people to help.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines
- Board Policy 7540 and 7540.3 Student Acceptable Use of Technology policy provides details for acceptable use.
- Access to the School District of Bowler technology resources is a privilege and there is no guarantee of access for any person.
- Students may have access to the district's network, resources, and equipment for educational purposes in support of the educational goals and objectives of the School District of Bowler.
- Students and parents will sign the Student Acceptable Use of Technology each year.
- Students are responsible for their ethical and educational use of the technology resources of the School District of Bowler.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be

considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

- Students will not use the network, Internet, or devices to harass, discriminate, degrade, bully, hurt or threaten the safety of others.
- Students are expected to treat others and their ideas with respect. Gathering and expressing information must never cause harm or threaten harm to any person or group of people.
- If students receive a comment that makes them feel uncomfortable or is not respectful, the student should not respond. The student needs to report the incident to a staff member immediately.
- Students will use appropriate online names and pictures.

7b: Privacy and Safety

- Do not go into chat rooms without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the School District of Bowler.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and the student should notify their teacher.
- Any attempt to:
    - deliberately look up inappropriate information or images, including, but not limited to confidential information, inappropriate language, threatening, obscene, or pornographic materials, or violent, sexual, alcohol, drug, or gang related sites,
    - play games, not assigned by a teacher,
    - stream media, such as YouTube, movies, music, or sports,
    - disable or bypass the Internet filter or monitoring software,
    - hack passwords,
    - access social media, such as Facebook,
    - login with another user's account or Chromebook,
    - alter data, the files of another user, or the configuration of a Chromebook, distribute files or emails with computer virus programs, or leave your Chromebook unattended, will result in disciplinary action.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code and Computer Crimes, will result in criminal prosecution or disciplinary action by the district.

7d: Email Electronic Communication
- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time and as applicable by law.

7e: Consequences
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are subject to applicable law.
- If a student continuously requests a loaner device, the administration will take appropriate action to determine next steps and appropriate consequences
- Disciplinary action taken depends on the severity and frequency of the violation. Intentional actions meant to hurt, damage, or degrade others, district equipment, or the network may result in more severe consequences.
- Guidelines for consequences include:
    - First offense - lunch detention
    - Second offense - 2 lunch detentions
    - Third Offense - ½ day of ISS and restrictions of available sites
    - Fourth Offense - 1 day of ISS and restrictions of sites for the rest of the school year
    - Fifth Offense - Loss of Chromebook privileges

- Probationary Student Privileges
    To protect the assets of the School District of Bowler, identified students will be required to turn in their Chromebooks to the library at the end of each day for a period of two weeks unless otherwise specified by administration. The library will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

    Students who will be designated as *probationary* will be the following:
    - All newly arriving students to the district until a device can be assigned to the student permanently.
    - Students who have not turned in their Bowler Student Use 1:1 Agreement.
    - Students who have been ticketed for truancy by Bowler administration.
    - Students who have violated the Acceptable Use Policy during the current or previous semester.
    - Other disciplinary actions determined by building administration.

7f: At-Home Use
- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school. Please refer to the care section.
- Transport your Chromebook in the district-provided case
- Student Chromebooks will be web-filtered when they are away from school using any Bowler-issued Devices

7g: On the Bus
- District buses have the capabilities of Kajeet Smart Hubs for use of Chromebooks on district buses.
- The bus company and its drivers are not responsible for any damage to devices.
- The bus company and its drivers are not responsible for the Smart Hub operations.
- The driver's directions regarding Chromebook use are to be followed at all times.
- The student is responsible at all times for their assigned Chromebook.
- Earbuds/headphones are required for listening to any sound on the Chromebook while being used on the bus. Chromebooks are not allowed to be played out loud on the bus.

8. PROTECTING & STORING YOUR CHROMEBOOK
8a: Chromebook Identification
Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
- Record of the serial number
- Individual user account name and password
- identification label on the device
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Bowler Schools. *Take good care of it!*

8b: Account Security
- Students are required to use their **@bowler.k12.wi.us** domain user ID and password on their device.
- Students will not be able to use any personal accounts on the Chromebook devices.

8c: Storing Your Chromebook
- When students are not using their Chromebook, they should store them in their locked lockers.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Charge the Chromebook fully each night.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control reasons.

8d: Chromebooks Left in Unsupervised Areas
- Under no circumstances should Chromebooks be left unattended unless it is properly secured.

Unsecured areas include the school grounds, cafeteria, computer labs, gymnasium, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately.
- Unattended Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Vendor Warranty
- The equipment vendor has a one-year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse or abuse.
- Please report all Chromebook problems to the school office or teacher.

9b: Chromebook Repair Costs
- All repairs will be handled by the school district through the tech department.
- Any repairs costs not considered by the vendor as defects in materials and workmanship will be the responsibility of the student/family.
- Replacement cost of the device is $325.
- See Addendum A for other repair costs.
- The family must pay for the repair through the student fee account before the repaired Chromebook will be returned to the student. The student will be provided a loaner Chromebook for a limited time.

9c: Lost/Stolen Device
- If the device is lost, the student needs to report it to the school office or your teacher. If the device is not found within 10 days, the student/family will be charged to replace the Chromebook.
- Students will be provided a loaner Chromebook until a permanent Chromebook can be assigned.
- If the device is found in good working order after the student/family has paid for the replacement, the district will work with the family to refund the appropriate amount.

10. CHROMEBOOK TECHNICAL SUPPORT
Students will need to report any technical issues to either their teachers or school office, and by doing so, the IT Department will be notified for diagnostic checks.
- Upon determination of issues to the Chromebook, either the Chromebook will be repaired or assessment of damages will take place.

Virtual Learning Services and Expectations
2020 - 2021 School Year

For those students that are not opting to attend school virtually, it is important and expected that you take your chromebook home every night in case of a school shutdown due to COVID-19 exposure or governmental shutdown mandates.

1. **Virtual Classroom Access**

Each class will be providing a means to communicate with students who are either choosing to do virtual learning, or are quarantined due to illness or by other means.
- Your teacher will instruct you on how to attend their classroom, or gain access to their class material so you may continue your education remotely.
- Students will need to use their Chromebooks and will need to have access to the Internet in order to gain access to teacher instruction and assignments.
- If the student does not have Internet access at home, Bowler Schools will be providing mobile hotspots for devices that will be expected to be used for virtual learning purposes only.

2. **Virtual Classroom Technology**

Students will be issued their assigned Chromebooks to take home, along with a charger to use for their duration of virtual learning and school attendance.

Your teachers will be using a combination of Google Drive, Google Docs, Schoology, and Google Meet in order to provide educational materials required for their class.
- Teachers will be either recording specific instructional videos for assignments, or live streaming their class session for students who decide to attend virtually.
- Teachers will be providing access to assignments through Schoology or any other means by which your teacher has decided.
- Students are expected to use their school-provided Chromebooks for their virtual schooling needs, as this will be your primary device for accessing assignments and classroom content.
- **Hotspots will be provided to families that DO NOT have internet access at their home**, and will not be provided for additional Internet access to those who already have Internet.

3. **Virtual Learning Expectations**

Students that have opted to attend school virtually are expected to attend their teachers' courses every day class is in session. Teachers will be expecting enrolled students to do their work appropriately and on time as if they were attending their courses in a regular fashion.

4. **Virtual Learning and Technology Issues**

If a student is experiencing issues with their school-issued devices (whether it is the Chromebook or WiFi Hotspot), it is expected that the student reach out to the school in order to resolve issues in a timely manner
  ● Issues will be reported to, and assessed by, the IT Department of Bowler Schools.

ADDENDUM A - SCHEDULE OF REPAIR COSTS
2020-2021

If damages to a Chromebook are out of warranty or cannot be covered by the warranty, the following charges will apply:

Replace entire device (lost, stolen, repair costs beyond value of device) $325

Lost or damaged AC adapter/power cord $25
Replacement of district asset tag label on bottom of Chromebook $5

7540 - COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

The District Administrator in conjunction with District Technology Coordinator shall develop and implement a written District Technology Plan (DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's network(s). The DTP shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the principal.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

The District Administrator shall annually review the DTP to determine the effectiveness of the plan in meeting its objectives. A yearly report on the DTP and any changes, amendments, or revisions to it shall be presented by the District Administrator along with District Technology Coordinator for action by the Board each year.

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7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or principals may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or principals may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

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Legal

47 C.F.R. 54.500 – 54.523

18 U.S.C. 2246

18 U.S.C. 1460

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

Bowler Chromebook and Technology Procedures, Information, and Acceptable Use Policy Agreement

(Please return to the school office)

I acknowledge that I have read the **Chromebook and Technology Procedures, Information, and Acceptable Use Policy** and understand my responsibilities.

I recognize that it is impossible for the school district to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network.

By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in this policy. Non-compliance with this document will result in disciplinary action.

Failure to return this agreement with signatures of both the user and parent/guardian will result in denial of access to the network and Chromebook use.

The **Chromebook and Technology Procedures, Information, and Acceptable Use Policy** may be revised at any time, and after being informed of the changes, I will abide by those changes as well.

It is my responsibility to follow school policies and procedures for technology and care for the equipment.

Student Name (print) _____ Graduation Year _____

Student Signature_____Date _____

I agree it is my child's responsibility to follow school policy and procedures for technology and care for the equipment.

I give permission for the school to issue an account with email and a Chromebook for my child to use.

Parent/Guardian Name _____Date _____

Parent/Guardian Signature _____

My signature here signifies I give permission for my child to bring the district Chromebook home for educational purposes. I understand I may contact the school in writing and revoke this privilege at any time. I understand the school may also deny my child bringing the device home according to district policy and procedures for any reason.

Parent/Guardian Signature _____

THE STUDENT WILL NOT BE ALLOWED TO TAKE A DEVICE HOME WITHOUT PERMISSION