

Alcona Schools



*Excellence Today...
Success Tomorrow*

Student Device \ Electronic Use
Policy Handbook

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CIPA, COPPA, FERPA Agreement

Dear Parent or Guardian,

As technology is changing, our schools are preparing students to become career and college ready, we just wanted to touch base with you to inform your family of the technology your student may encounter throughout the year at Alcona Community Schools.

Although these applications are widely used by the education community and support their use in K-12 institutions, their Terms of Service state that due to Federal Law. Any users under the age of 13 must obtain explicit parental permission to use their sites.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today, but new tools arise every day. Some common tools that your children may encounter and use are, but not limited to:

- A. **Networks:** A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include email and cloud file storage and sharing and social media networks.
- B. **Online Learning Platforms:** Learning platforms are areas where students can interact with educational material, post ideas and answer questions virtually.
- C. **Blogs:** A blog is a website where student work can be published online.
- D. **GSuite:** An online suite of productivity and digital tools made specifically for schools and students to use.
 - a. What your child will be using within the GSuite system
 - i. K to Third
 - 1. Classroom
 - 2. Drive
 - 3. Gmail (only issued in cases of remote learning necessity)
 - ii. Fourth to Sixth
 - 1. Classroom
 - 2. Drive
 - 3. Sites
 - 4. Gmail (internal only)
 - iii. Seventh to Twelve
 - 1. Classroom
 - 2. Drive
 - 3. Sites
 - 4. Gmail (internal and external)

- E. **Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback.
- F. **Videos:** A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers and music.
- G. **Social bookmarking:** Social bookmarking is a way for Internet users to save, classify, and share websites.

As these 21st century mediums are instrumental in the development of the curriculum, enhancement of student learning, and are an intricate part of Career and College Readiness standards, we are asking that you and your child please review the information below, sign it and return to Alcona Community Schools.

If you choose to not give your child permission to use the above technological tools an alternative assignment will be created. Additionally, if your expectations change we must have it in writing and given to the office.

Student Information

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use it, they should request permission from the copyright owner.
- All use of these tools must be used in accordance with the Acceptable Use Policy of the District, even if you do the work outside of school on your own device.

Child Internet Protection Act: The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. More information can be found on the children's internet protection act webpage. <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act: COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act: FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

- Parents may request that photos, names and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child's email or web tools.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Device Usage

Section 1

Alcona High School's 1:1 Chromebook program is designed to provide equipment and resources that meet the needs of today's students.

The Michigan Educational Technology Standards for Students (METS-S) are aligned with the International Society for Technology in Education's (ISTE) National Educational Technology Standards for Students (NETS-S) and the Framework for 21st Century Learning. The Michigan standards are intended to provide educators with a specific set of learning expectations that can be used to drive educational technology literacy assessments.

These standards are best delivered by authentic instruction and assessment with direct curricular ties and it is intended that these Standards will be integrated into all content areas. The preparation of our students to be successful in the 21st Century is the responsibility of all educators.

Additionally, this program provides access to digital content both at home and at school whenever needed. More specific uses will be determined and communicated by classroom teachers.

Section 2

Student Responsibilities

Use of the Chromebook is a privilege. The Alcona Community School District owns the device and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the Chromebook to school fully charged each day and have them in class just as they would for any other required material.

As a technology device, Chromebooks fall under the Acceptable Use Policy and the Technology Code of Ethics.

- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Alcona Community Schools.
- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will be responsible for any damage caused by food or drink to my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.

- I understand that my Chromebook is for educational use.
- I will only use school-appropriate decorations (stickers excluded) on my Chromebook case.
- I will NOT place any stickers or hard to remove items on my device.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cords (with matching numbers) in good working condition at required check-ins (i.e., withdrawal from school or summer).
- I will notify an administrator if a threatening or inappropriate message is received.
- I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

Student Activities Strictly Prohibited

- Removal or tampering with school property inventory tag on the lid “top” of the device will be considered destruction of school property.
- Videotaping or photographing **any individual**, for non-educational use without their consent.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games during instructional time.
- Bypassing the Aristotle web filter through a web proxy.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol and drugs.
- Using any wireless communications device in any bathroom or locker room.
- Using Chromebook in the lunchroom during lunch.
- Using Chromebook in the gym.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow in the use of the internet just as you do in the use of all media information sources such as television, phones, movies and radio. Should you want to opt out of taking a Chromebook home you may indicate that the Chromebook assigned to your child will stay at school each day. It will still be used in school but it will not go home. You will need to log in to the Infinite Campus Parent Portal to modify the settings on your child's account.
- Check to see that your student's device comes to school charged each day.
- Make sure that the Chromebook is used by the student only, and not other family members.
- Make sure that the Chromebook and charger are returned to school at the appropriate times.

School Responsibilities

- Provide internet access
- Provide a Google Apps for Education Account, including Gmail
- Provide internet filtering of inappropriate materials as able
- School devices will be treated similar to school lockers. Alcona Community Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Alcona Community Schools District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in accessing, evaluating, and using information and ensure student compliance of the acceptable use policy.

General Use

1. Use caution when eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
3. Students should never carry their Chromebook while the screen is open.

4. Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
5. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
6. Students need to take their Chromebooks home with them every night to charge them, or turn them into the Media Center if parents have chosen that option.
7. Chromebooks should not be left unattended, particularly in The common areas, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds. Damage caused in these areas while unattended will result in charges for repairs.
8. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
9. Chromebook case personalization must adhere to the Student Code of Conduct.

Charging Your Battery

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Technology Office for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment.

Screen Care

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. "Flip \ 2:1 Chromebooks" Do not store or transport the Chromebook anywhere with the device in the tablet position. The screen should be closed down "Screen should be touching Keyboard"
5. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.

School Use

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.

2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.

Chromebook Management

Alcona Community Schools Chromebooks are managed by the domain **alconaschools.net**. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

Media, Sound, and Games

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

Chromebook Check-in and Check-out Repair

1. Chromebooks will be distributed each fall and collected each spring.
2. Parents and students must sign the Device Agreement as part of the annual registration process before the Chromebook will be issued.

Summer

Students will turn in their Chromebook at the end of the school year. Upon return to school the next year, the student will receive the same Chromebook that was issued the previous year.

Withdrawal

If a student withdraws from Alcona Community Schools, the Chromebook and charger will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook and charger may result in a complaint filed with the sheriff's department.

Seniors

Seniors will be allowed to keep their devices upon graduation. The Chromebooks will be removed from the ACS google domain and all provisions detached. At this time the device will become property of the student.

Foreign Exchange Students

Foreign exchange Students will be issued a Chromebook at time of enrollment. When a Foreign exchange student graduates or withdrawals from ACS, they will be required to return the assigned Chromebook.

Repair

1. Chromebooks that are broken or fail to work properly must be reported to a staff member in a timely manner. The staff member shall report these damages to the tech office.
2. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.
3. No repairs shall be done by anyone outside of the Alcona Community Schools tech department or someone that they have assigned to fix the device. Any repairs done by other individuals will void the device warranty. Any additional repairs that are needed if found to have been damaged due to the unauthorized repair will result in repair charges not to exceed the cost of the device.

Materials Fee

1. Alcona Community Schools will charge an annual \$30 materials fee for the use of the Chromebook and other student materials such as textbooks and lab equipment. Families that receive reduced lunch will be asked to pay a portion of this fee and families who receive free lunch will have a further reduced fee. This materials fee will cover the first incidence of damage and also serve as insurance in the case of theft.
 - a. \$30.00 No reduced lunch
 - b. \$20.00 Reduced lunch
 - c. \$10.00 Free lunch
2. This fee will cover the first repair of the device.
3. Within the 4 year period "8-12" we will offer one full replacement of the device. If a student requires more than one replacement, the cost of the device will be charged to the student.
4. Additional repairs to the device will be charged to the student but not to exceed the replacement cost of the device.

5. If the device is found to have been damaged and is not repairable due to liquid or intentional damage then the student will be responsible for the entire replacement of the device. This includes but is not limited to, liquid damage, throwing the device, damage caused in restricted areas that is outlined in the handbook.

Loss or Theft

1. Students (or parents) must contact the Alcona Community Schools Technology Office if there is loss or theft of the Chromebook that has been issued to that student.
2. If a device has been reported as missing, the student will have 5 school days to find the device before an invoice will be issued to the student for a replacement device. If the device is found after that date, the device will be given to the student do do as they please. The device will also be released from Alcona Schools domain control.
3. If the device was stolen, a police report is required by insurance for replacement of the Chromebook. Students who lose their Chromebook and do not have a police report will be required to pay the full replacement cost.

Home Internet Access and Filtering

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete school work.
2. Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

District Provided Hot-Spots

1. If a student is provided a hot-spot device from ACS, they are to use it for school purposes only. The device will be limited to the students assigned Chromebook only. No other device will be able to connect.
2. Disabling or trying to reset the hot-spot device to factory settings is strictly forbidden and will result in the device being turned off and possible disciplinary actions if the device is used for non-appropriate activities.

Saving to the Chromebook

1. Student work will be saved in the student's Google Drive Account atalconaschools.net. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any

computer or Chromebook. There is also limited access to GoogleDrive files on other devices including laptops, tablets, and smart phones.

2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

Apps and Extensions

1. Alcona Community School manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.

Inspection

1. Chromebooks are property of the Alcona Community School District and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

Chromebook Operating System Updates

1. The Chromebook will update automatically every time the device is connected to the Internet.
2. If a Chromebook does not appear to be managed by **alconaschools.net**, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the Technology Office.

Possible Disciplinary Actions

1. If the device is not brought to class "same as not bringing a textbook" the following actions could take place.
1st offense: Lunch Detention
2nd offense: Lunch Detention
3rd offense: Friday after school detention
4th offense: In school suspension
2. If the device is brought to class not charged.
1st offense: Lunch Detention
2nd offense: Lunch Detention
3rd offense: Friday after school detention
4th offense: In school suspension

Network Internet and Access Use Agreement

Please read this document carefully before signing. The signature(s) on the compliance form is (are) legally binding and indicate(s) that the signing party(ies) has (have) read all of the terms and conditions of this policy carefully and understand(s) their significance.

This agreement is entered into for the school year stated on the compliance form between the individual signing (hereinafter referred to as "User") and the Alcona Community School District (hereinafter referred to as "District"). The purpose of this agreement is to establish guidelines for access by User to the Internet and approved electronic mail (hereinafter referred to as the "Network"). Access to the Network is provided to the User for educational purposes and to assist in advancing the curriculum and to enhance lesson plans.

In exchange for the privilege of using the Network, the undersigned agree(s) as follows:

- A. The User will adhere to the Alcona Community Schools Computer Rules.
- B. The User and their parents and/or guardians acknowledge that it is not possible for the District to restrict access to all controversial or objectionable material on the Network.
- C. The User and their parents acknowledge that the User does not have an expectation of privacy in their use of the District's Network or any part of it. The District reserves the right to monitor the Network, including but not limited to Internet use and approved electronic mail.
- D. Network access is provided for educational use by the User. Use of the Network for commercial purposes, unapproved web based electronic mail or other unauthorized purposes are expressly forbidden.
- E. Network resources are intended for use exclusively by registered users. The User is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the User. Use of an account by someone other than the account holder is forbidden and may result in loss of access privileges. Any loss of security in an account password or in access privileges must be reported immediately to an appropriate Network administrator.
- F. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Any misuse of Network access privileges may result in suspension or revocation of access privileges and/or other disciplinary action as determined by the District. Misuse includes but is not limited to the following;

Computer Rules

Users must:

- Before leaving the computer:
 - Exit all programs and restart the device.
 - Clean area around the computer
 - Push chair under the table.
- Relinquish their computer, if currently doing non-essential studies, for any ACS User needing to do course work.
- Report computer malfunctions immediately to your teacher.

Users must not:

- Alter or copy licensed software.
- Attempt to fix any computer or non-functioning program without the consent of the Director of Technology.
- Bring food or drink by the lab computers.
- Bring in portable storage media, unless directed to do so by the teacher.
- Change, modify or update computer configurations.
- Damage computers, computer parts, or equipment.
- Download files to the computer hard disks or networked drives.
- Employ the network for commercial purposes.
- Use unauthorized games.
- Use Internet chat rooms.
- Use of recreational programs or communications during the school day.
- Use the network or Internet for illegal activity.
- Violate copyright laws.
- Waste technology resources including bandwidth, file storage space, printers, or paper.
- Write abusive or derogatory e-mail messages, use inappropriate language, or send or display offensive messages or pictures.
- Install any software.
- Attempt to bypass security and/or content filtering software.

Also, Users must not:

- Intentionally access or attempt to access files, data, or information without authorization.
- Impersonate another user on the Network.
- Engage in activities which are detrimental to the stability and security of the Network, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.

- Transmit or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening, sexually explicit or obscene material; material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy; or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin, religion, height, weight, age and disability.

- Install, downloading, copying or using copyrighted software without proper authority.

- Intentionally interfering with the use of the Network by others.

- Intentionally wasting Network resources such as disk space, printer ink or paper.

- Use unapproved web based electronic mail

- Disclose personal information on other Users.

The District does not warrant that the Network will meet any specific requirements that the User may have, that service will not be interrupted or that information obtained on the Network will be accurate or complete. The District will not be liable for any direct or indirect, incidental or consequential damages (including but not limited to lost data, information or time) sustained or incurred in connection with use of inability to use the Network by the User. Use of the Network and any information or data obtained through use of the Network is at the user's own risk.

The User agrees to delete used files in their personal home directory on a regular basis in order to avoid unnecessary use of disk space.

The User may not transfer files, shareware or other software from the Internet or electronic bulletin board services. The User will be liable to pay any costs or fees incurred as a result of any transfers without express permission from the Network Administrator regardless of whether the transfer was intentional or accidental.

The User must have prior approval from an appropriate Network administrator for any subscriptions with any electronic mail lists or news groups.

Users violating any provisions of this Network Access Agreement face disciplinary action. The District reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:

1. Suspension or revocation of Network access.
 - a. Warning
 - b. 3-day account suspension
 - c. 5-day account suspension
 - d. 2-week account suspension
 - e. Accounts suspended for remainder of school year.

- f. Depending on severity of infraction, steps maybe skipped
- 3. Requiring additional training as a precondition to continued use of the Network.
- 4. Financial restitution for any unauthorized expenses or damages.
- 5. Confiscation of inappropriate materials.
- 6. Additional disciplinary action consistent with the User handbook or code of conduct.

In addition, the District may refer matters to appropriate law enforcement authorities. Nothing herein shall be construed as providing that the District must find a violation of the agreement in order to suspend or revoke the access privileges of a User. Use of the Network is a privilege and not a right, and the District reserves discretion to suspend or revoke access privileges for any reason or for no reason.

This Network Access Agreement is subject to change without notice. Any changes to the Network Access Agreement will be posted in an appropriate location on the Network by the Network administrator.

In consideration of the privilege of using the Network, I hereby release the District, its employees, agents and individual members of the Board of Education from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. I agree to use the Network responsibly and to abide by the rules and regulations set forth herein and as may be added from time to time by the District.

Student Name
Grade Level
Device / Condition
Serial Number

Electronic Use Agreement

CIPA, COPPA, FERPA, NETWORK USAGE & DEVICE USAGE

I have read the Student Device Handbook and Acceptable Use Policy (AUP) form; I understand if a student breaks any of the rules of this agreement or the District's AUP, the student (s) are subject to disciplinary consequences.

_____ **YES**, I give permission for my child to use these web tools to enhance their learning experience.

_____ **NO**, I do not give permission to use these web tools to enhance their learning experience.

Student Name Printed: _____ Current Grade Level: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

OFFICIAL USAGE ONLY

Device Insurance Payment: (9th-12th 1:1 devices) \$ _____ Paid: _____

Other Fee: Item: _____ \$ _____ Paid: _____

Other Fee: Item: _____ \$ _____ Paid: _____

Total Paid \$ _____