Crosby-Ironton School District Technology

Acceptable Use and Device Policy

Revised 6/2017

Technology Mission Statement

Crosby-Ironton I.S.D. continues to strive to be
innovative, proactive and on the cutting edge with technology integration to enhance
and transform student learning.

Crosby-Ironton Area Schools Notice of Non-Discrimination

Crosby-Ironton School District 182 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. **Crosby-Ironton School District 182** Career and Technical Education department does not discriminate in enrollment or access to any of the programs available**.** The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The **Crosby-Ironton School District 182** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and Minnesota Statute 363A.13. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Introduction

Crosby-Ironton Public Schools (C-I) is pleased to offer students access to district computers, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in both school owned and school contracted vehicles, and at school-sponsored events, as well as using the district's technology resources via remote access; each student must act in a manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using Crosby-Ironton Schools Technology Resources

The information systems and Internet access available through Crosby-Ironton are available to support learning, enhance instruction, and support school system business practices. Crosby-Ironton information systems are operated for the mutual benefit of all users. The use of the Crosby-Ironton network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other Crosby-Ironton employees.

The Crosby-Ironton network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers. All access to the Crosby-Ironton network shall be preapproved by the principal or program manager. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. Crosby-Ironton implements Internet filtering on all Crosby-Ironton sites in accordance with the federal Children's Internet Protection Act. Schools will continually educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

Respect for Others

Users should respect the rights of others using the Crosby-Ironton network by:

- Using assigned workstations as directed by the teacher.
- Being considerate when using technology resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

Ethical Conduct for Users

It is the responsibility of the user to:

- Use only his or her account or password. It is a violation of Crosby-Ironton Acceptable Use Policy (AUP) and Regulations to give access to an account to any other user.
- Recognize and honor the intellectual property of others (including but not limited to ideas, inventions, literary and artistic works, names, and images); comply with legal restrictions regarding plagiarism and the use and citation of information resources.

- Not read, modify, or remove files owned by other users.
- Use the Crosby-Ironton network and resources in a manner that is consistent with the mission of the school system. The use of Crosby-Ironton network for personal use or private gain is prohibited.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of Crosby-Ironton network and resources to illicitly access, hack, tamper with, or experiment with systems outside Crosby-Ironton schools or compromise any computer or network system's security.
- Refrain from using offensive, obscene, or harassing language when using Crosby-Ironton network systems.
- Refrain from sending, accessing, uploading, downloading, or distributing materials that are obscene, threatening, offensive, or a violation of another's privacy
- Abstain from accessing, changing, or deleting files belonging to others.
- All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates the AUP.
- Avoid any action that violates existing C-I policies, student handbook, or public law.

Respect for Property

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying, installing, or transmission of copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, other peripheral equipment, or in any way vandalize or harm school owned technology resources.
- Report equipment problems immediately to teacher or program manager.
- Leave workstations and computing devices in their designated places.

Internet Safety and Security

- Students using a personally owned device using a wireless connection are only permitted to connect to the Crosby-Ironton Wi-Fi network.
- Appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the Crosby-Ironton network.
- Operating system software must be the most current version and up-to-date with all relevant patches.
- No device placed on the Crosby-Ironton network will have software that monitors, analyzes, bypasses, or may cause disruption to the Crosby-Ironton network.
- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or program manager.
- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher or program manager.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- If you inadvertently access a website or receive material that contains inappropriate, obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so

that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

- Users are prohibited from accessing any portion of the Internet that is inconsistent with the educational mission of Crosby-Ironton schools.
- Users will not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students have the responsibility to cite and credit all Internet material used.
- Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a the Crosby-Ironton School District related assignment or activity.
- Do not disclose personal identification information on the Internet including your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Any device placed on the Crosby-Ironton network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. Crosby-Ironton reserves the right to monitor and investigate activities on personally-owned computing equipment on the Crosby-Ironton network.

Photos and Video in School, District Publications, and Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school and at school activities. Some of these may be published in local newspapers, in the Crosby-Ironton school newsletters, District #182 publications and website, as well as on media sites.

Parents may request that their children's photographs and or video and identifying names not be published or shared. Please make your written request to the principal of the school. This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs.

Social Media

Crosby-Ironton Public Schools (C-I) realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues, C-I has developed the following guidelines to provide direction for employees, students and the school district community when participating in online social media activities. 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.

Social Media refers to the use of web-based and mobile technologies that enable all Crosby-Ironton Public Schools' (C-I) internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community.

The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings, disrupts school operations or constitutes a violation of federal or state laws or School Board

policies. The C-I social media guidelines allow employees and students to participate in online social activities. However, when participating it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by C-I staff and students is a reflection on the entire district and is subject to the District's School and District Technology Acceptable Use and Permissions Policy (AUP), Federal and State Statutes, and other related applicable policies and guidelines.

By utilizing social media staff, students and parents agree to abide by these guidelines. Please read them carefully before using, posting, or commenting on any social media sites. It is important to remember that parents and guardians play a critical role in supporting and reinforcing these objectives.

General Etiquette for Social Media

- Be Honest/Truthful: Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Maintain confidentiality: Do not post any confidential information in regards to yourself and/or others. Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, last names, phone numbers, addresses, exact birthdates, place of residence, passwords, common 'hang-out' locations, and pictures with parties you don't know or on unsecure sites. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your accounts and sites.
- Know You Are Always "On": You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations, social media are not the best venues in which to air frustration as those comments are available to everyone.
- Be Respectful: Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way. Cyberbullying is considered an act of harassment.
- Think Ahead: Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.
- The Internet is not anonymous, nor does it forget: Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.
- Avoid "hazardous" materials: Do not post or link to any materials that are inflammatory, defamatory, harassing or indecent.
- Your online behavior should reflect honesty, respect, and consideration.
- When bringing your own technology to work make sure that you follow the guidelines set out in the C-I BYOD section.
- Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.
- Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When

paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
● Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons' attribution.
● How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
● Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
● If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away. C-I reserves the right to request school-related images or content posted without permission to be removed from the internet.
● Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of C-I online tools. In addition, disciplinary or legal action may apply.
● Parent participation is encouraged to help ensure that student involvement in social media networking is appropriate and that the privacy concerns are protected.

Academic and Preparedness Responsibilities
● If a student forgets to bring his/her device to school, the student will still be responsible to complete all assigned class work. This may include, but is not limited to, completing work in a paper format or utilizing a different device. Students may also be subject to disciplinary consequences outlined below.

Google Apps for Education
Google Apps for Education Accounts (@students.ci.k12.mn.us)

Chromebooks and iPads seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, and Gmail. All work is stored within Google Apps.

By participating in Google Apps for Education, information about my child will be collected and stored electronically. The privacy policies associated with use of Google Apps for Education are found at the following link (https://www.google.com/edu/trust/). As a parent/guardian, you can choose to have your child's account removed at any time.

iPad
The privilege of using the iPad provided by Crosby-Ironton (C-I) is not transferable or extendible to anyone other than the student to whom it is assigned. iPads will be returned during the final week of school. Students who transfer, withdraw, are suspended or expelled from C-I during the school year, must surrender the iPad upon termination of enrollment.

Apple iPads are issued to students on a "loaner" basis and are the property of Independent School District #182. Student use of the iPad in school falls under the guidelines of the school's Acceptable Use Policy for technology.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy,

privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary and/or legal action shall be applied.

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

Students' Responsibilities
● Students must use the iPad responsibly in all classes and store it in the designated charging station.
● Students must keep track of the device and take steps to keep it from being lost, stolen, crushed, dropped, or damaged in any way.
● The iPad must stay free of any writing, drawing, stickers, or labels that are not the property of the school district.
● Students must use the iPad in a responsible and ethical manner.
● Immediately report to the office when an iPad is stolen or malfunctioning.
● Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn into the School Office.

Strictly Prohibited Student Activities
● Leaving the iPad unsupervised.
● Modifying the iPad in any way other than that instructed by the administrator or other school personnel.
● Allowing other students to retain or remove the iPad from their presence.
● Applying any permanent marks, decorations, or modifications to the iPad.
● Clearing or disabling the browsing history.
● Disabling the iPad or its applications.
● Taking inappropriate pictures or video.
● Taking photographs or video of other students, guests, or school personnel without their permission
● Bringing the iPad into the bathrooms or locker rooms.
● Using anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, ICQ, AIM, IMO, email, etc. unless directed to by a teacher.

Caring for the iPad
● When students are not using their iPads, they should be stored in their classroom.
● Nothing should be placed on top of the iPad.
● iPads should not be left outside, as they are sensitive to moisture and extreme heat/cold.
● No cleaning products should be used on an iPad other than a clean, soft cloth.
● To extend the battery life of the IPad, do not constantly charge it.
● iPads must be kept within the school-issued protective iPad case at all times.
● Cords and cables must be inserted carefully into the iPad to prevent damage.
● iPads must not be used or stored in proximity to foods or liquids as a liquid spill can do serious damage to the device. Therefore, iPads should not be used during the lunch periods.

Failure to comply with the previous guidelines will be treated as failure to comply with the school's Acceptable Use Policy for technology. Non compliance of these guidelines will result in disciplinary action as determined by the staff or administration.

Monitoring iPad Use

Students should have no expectation of confidentiality or privacy with respect to any usage of an iPad, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student iPad at any time for any reason related to the operation of the district. By using an iPad, students agree to such access, monitoring, and recording of their use. While the iPad is in C-I ownership, administrators retain the right to collect or inspect the iPad at any time, and can alter, add or delete any software or content. iPads will be treated similarly to school lockers in that C-I reserves the right to:

- Review, monitor, and restrict information stored on or transmitted via C-I owned equipment and to investigate inappropriate use of resources
- Return any iPad to its original software image state as deemed appropriate.
- Remove any software or content that impedes the performance of the device or is deemed to be in conflict with the school's philosophy and mission.

Returning the iPad

1. **End of Year**
   At the end of the school year, students will turn in their iPads and all issued peripherals. Failure to turn in an iPad will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Crosby Police Department.
2. **Transferring/Withdrawing Students**
   Students who transfer out of or withdraw from Crosby-Ironton Schools must turn in their iPad to the Technology Department on their last day of attendance. Failure to turn in the iPad will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Crosby-Ironton Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Crosby Police Department.

Bring Your Own Device (BYOD)

- Crosby-Ironton Public Schools are not responsible for any device or data loss, theft, damage or other associated costs of replacement/repair incurred during the school day or at home as a result of participation in this program.
- Crosby-Ironton Staff may not be able to store, support, or troubleshoot student-owned devices.
- Students will take full responsibility for and will appropriately secure all devices when not in use.
- Uses of these devices for unrelated activities beyond or outside the Crosby-Ironton educational program are prohibited.
- Students should only use the Crosby-Ironton network (not private cellular service) for internet access while on Crosby-Ironton Schools property. Access through cellular networks can not be filtered for internet safety and is prohibited.

Chromebook

Receiving Your Chromebook

1. **Parent/Guardian Orientation**
   a. All parents/guardians are required to attend an orientation and sign the Crosby-Ironton Schools Chromebook Agreement before a Chromebook can be issued to their student.

b. If a parent is unable to attend the orientation meeting, the parent must view the digital orientation information and sign the Crosby-Ironton Schools Chromebook Agreement before a Chromebook can be issued to their student.

2. **Distribution**

7-12th grade will receive their Chromebooks and related peripherals during student orientation sessions that occur before school starts. Students and parents must sign the Crosby-Ironton Schools Chromebook Agreement at the time they receive their Chromebook.

3. **Transfer/New Student Distribution**

All transfers/new students will be able to pick up their Chromebook from the Crosby-Ironton School Technology Department. Both students and their parents/guardians must sign the Crosby-Ironton Schools Chromebook Agreement prior to picking up a Chromebook.

Returning Your Chromebook

1. **End of Year**

At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Crosby Police Department.

2. **Transferring/Withdrawing Students**

Students who transfer out of or withdraw from Crosby-Ironton Schools must turn in their Chromebooks to the Technology Department on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Crosby-Ironton Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Crosby Police Department.

Protection Plan

The Crosby-Ironton School District recommends that the protection plan be purchased prior to the distribution of the Chromebook. Costs of the protection plan will determined by administration and evaluated yearly. If a student withdraws from Crosby-Ironton Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated.

The Crosby-Ironton Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the district wide student disciplinary policy.

If a protection plan is not purchased, the student will be responsible for the cost of any repairs and the replacement value if the Chromebook needs to be replaced.

Protection Plan Repair Policy

- 1st Repair: Cost is covered by the Protection Plan
- 2nd Repair: 50% of the cost of the repair
- Any Additional Repair(s): Student will pay the entire cost of the repair.
- Repair fees are subject to change due to market availability. A repair fee list is available at any time from the District Technology Department.

The protection plan will not cover the loss of a Chromebook, charger, or intentional misuse or abuse. In those situations, parents/students will be charged for full replacement cost of a device.

Training

Students will receive access to training and/or a resource website to address care and usage of the Chromebook as well as usage of Google Apps Accounts (@students.ci.k12.mn.us). Digital Citizenship training and/or resources will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

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

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels. Do not tamper with pre-existing labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their

Chromebooks to all classes unless specifically advised not to do so by their teacher. If a student does not come to class with their Chromebook charged and ready to use, he/she will subject to appropriate consequences determined by the teacher and/or Principal.

If a student does not bring his/her Chromebook to school
- A student may stop at the Crosby-Ironton School Tech Department and check out a loaner for the day, if available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.

Loaner Policy (resets each semester)
- Students must check-out a loaner prior to the beginning of their 1st hour.
- If a loaner is needed after the start of 1st hour, the students must get permission from their teacher and check out a loaner for the rest of the day.
- The students that obtain a loaner will be responsible for returning the borrowed device to the CIHS Tech Department before 2:45 pm.
- If a loaner is not turned in by 2:45 pm, a report will be filed with the Education Technology Coordinator.

Chromebooks being repaired
- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home (only if the Protection Plan has been purchased).
- The tech department staff will contact students when their devices are repaired and available to be picked up. It is the responsibility of the student to check their email for this alert.

Charging Chromebooks
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the building available to students on a first-come-first-served basis. Students will need their power adapter to make use of the charging station.
- If a student's chromebook malfunctions during class, it is up to the teacher whether or not that student must go get a loaner.

Personalizing the Chromebook
Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Crosby-Ironton Schools. Spot checks for compliance will be done by administration, teachers, learning coaches, and technology support staff at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Crosby-Ironton Schools acceptable use policy.

Protective Cases

- If a student purchases their own protective hard case, they may appropriately customize it, as long as it fits within guidelines of the school's policy.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be setup for direct printing at school.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn/.
  OR
- Students may log into their student account from a pc in a computer lab to print to a designated printer.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education Account (@students.ci.k12.mn.us).
- Students should never share their account passwords with others. In the event of a compromised account the Crosby-Ironton Schools reserves the right to disable your account.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A Wi-Fi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Crosby-Ironton Schools Acceptable Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

Chromebook Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as

specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While on premise, All Chromebooks, will have all Internet activity protected and monitored by the district. While at home, All Chromebooks will enforce Google's "Safe Search" features.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Chromebook Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Crosby-Ironton Schools.

Repair/Troubleshooting

All Chromebooks in need of repair must be brought to the CIHS Tech Department as soon as possible.

Chromebook Support

The Crosby-Ironton Schools Tech Department will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should **ALWAYS** use their @students.ci.k12.mn.us account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services unless given permission by the teacher. 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.
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 information. I will use and abide by the 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.

Crosby-Ironton Schools Internet Use, Safety, and Computer Use Policy

Crosby-Ironton Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Crosby-Ironton Schools to anyone when it deems it necessary in the public interest. See the table of contents for the Internet Safety and Security section.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Crosby-Ironton Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

Policy Violations

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied (up to and including expulsion), and the appropriate disciplinary and/or legal action shall be applied.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
  - As a safety precaution, full names or addresses are not to be revealed online.
  - Computer and network resources have been provided for educational purposes.
  - Sharing of individual accounts is prohibited.
  - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
  - Vandalism or "hacking" of any kind is prohibited.
  - The security of the system and the rights of other users are to be respected at all times.
- Students knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and the Crosby-Ironton School District and/or civil authorities.
  - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Crosby-Ironton Schools harmless from any claims or damages arising from such use. Crosby-Ironton School District makes no warranties for the information or the services provided.

Legal Propriety

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.

- Plagiarism is a violation of the Crosby-Ironton School District policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system. These email systems are monitored by the Crosby-Ironton School District Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails (without permission).
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

Disciplinary Consequences

- Non-compliance with the policies of the Crosby-Ironton School District Technology Acceptable Use and Permissions Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall **not** be considered confidential and may be monitored at any time by the Crosby-Ironton School District Technology Department to ensure appropriate use. The Crosby-Ironton School District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Crosby-Ironton School District Technology Acceptable Use and Permissions Policy

I hereby release Crosby-Ironton School District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the school's devices to purchase products or services.

I understand that it is impossible for Crosby-Ironton School District to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate school device use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

INDEMNIFY AND DEFEND. The undersigned Parent(s)/Guardian(s) agrees to indemnify and defend Crosby-Ironton School District, and all of its officers, trustees, teachers, employees and agents against, and hold them harmless from, any and all claims, causes of action, damages to or destruction of any property of Crosby-Ironton schools or any others, injury or death that may result to the undersigned, the undersigned's child, or anyone else, arising out of the actions or inactions of the undersigned's child.

It is your responsibility as a parent/guardian to contact the school if you do not want your child to

use or have access to any of the technology covered by this document. This includes a full C-I School District Google Apps for Education account (Gmail, Google Docs, Calendar, Sites, & other core services), BYOD, and school owned devices.

TECHNOLOGY POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Crosby-Ironton School District Technology Acceptable Use and Device Policy is available on the Crosby-Ironton Schools website at www.ci.k12.mn.us and is located under the Technology page.

Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of the Crosby-Ironton Schools Policy regarding the use of devices and the Internet in the Crosby-Ironton Schools. Your signature also states that you authorize Crosby-Ironton Schools to create and utilize "cloud services" accounts that will be under the control of the Crosby-Ironton Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to Crosby-Ironton Schools.)

Grades K-12:

☐ I accept and will abide by the Crosby-Ironton School District Technology Acceptable Use and Device Policy.

Grades 6-12 (1:1 Chromebooks):

☐ I would like to purchase the protection plan through the Crosby-Ironton Schools. Make checks payable to Crosby-Ironton Schools.

☐ I **DO NOT** wish to purchase the protection plan through the Crosby-Ironton Schools and accept full liability for the full cost of all Chromebook repairs.

_____ _____

Printed Student Name   **Grade**

_____ _____

Student Signature (REQUIRED Grades 3-12)   **Date**

_____ _____

Printed Parent/Guardian Name   **Date**

_____ _____

Parent/Guardian Signature (REQUIRED)   **Date**