

GCMS CUSD #5

Chromebook and Internet Acceptable Use Policy

A. 1 to 1 Chromebook Plan

GCMS CUSD #5 will provide all students in 4th-12th grades with a Chromebook which students will be able to fully possess for the entire school year, including nights, weekends, and summer months. Students will be required to return the device if the student transfers or withdraws from GCMS Schools. Students, and their parents/guardians, are reminded that use of district technology is a privilege and not a right. Everything done on any district-owned computer, network, or electronic communication device will be monitored by school authorities. Inappropriate use of district technology can result in limited or banned computer use, disciplinary consequences, receiving a failing grade, and/or legal action.

B. Ownership of the Chromebook

GCMS CUSD #5 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only. Moreover, GCMS CUSD #5 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. GCMS will continue to filter the Chromebooks while away from the district.

C. Student Responsibilities for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy and corresponding Chromebook and Acceptable Use Agreement (this document) when using their Chromebook.
- Students must bring their Chromebook to school every day and make sure it is fully charged. Chronic failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must promptly report any problems with their Chromebook to a teacher or IT staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the operating system supported by the district.
- Students may not install any apps or extensions on the Chromebook that have not been approved in the GCMS Admin Console.
- Students must keep their device clean.
- Teachers will have the ability to monitor their students' screen activity at all times (camera excluded).

- Students are not permitted to use personal electronic devices such as laptops or tablets while at school unless given specific permission to do so.

D. Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the GCMS CUSD #5 staff. Students are responsible for the integrity of their data, by immediately reporting missing data like a deleted Google Doc, or reporting a compromised account. No action will be taken by the IT staff to preserve locally saved files should a device reset be needed.

Users of district Chromebooks have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

E. Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will not visit sites that are degrading, racist, or inappropriate.
5. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the Acceptable Use Policy.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

F. Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

G. Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner chromebook. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student will be required to borrow a device from the school. Disciplinary action may result from chronic failure to bring a fully charged Chromebook to school.

H. Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. Damages that are due to manufacturer defect or normal use will not be charged to a student's account. However, a student's account will be charged for rates listed below due to negligent damage. Loss or theft of the device is also the student's responsibility. The student should report the loss or theft of the device immediately to district staff.

Screen Repair \$10 (additional repairs after first occurrence \$35)

Power Adapter replacement \$25

Chromebook Replacement for Lost/Stolen/Damaged-Beyond-Repair Device: \$150

I. Chromebook Resources for Families

Chromebook Setup Support:

Email Support: If you cannot connect the Chromebook to your home internet, you may email chromebook@gcmsk12.org. Replies may take up to 24 hours.

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

K. Unacceptable Uses of Internet: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable use are: a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State/ federal law; b. Unauthorized downloading of software; c. Downloading copyrighted material for other than personal use; d. Using the network for private or financial gain; e. Wastefully using resources, such as file space; f. Hacking or gaining unauthorized access to files, resources, or entities; g. Invading the privacy of individuals, that includes the unauthorized disclosures, dissemination, and use of information about anyone that is of a personal nature including a photograph or video; h. Using another person's account or password; i. Posting material authored or created by another without his/her consent; j. Posting anonymous messages; k. Using the network for commercial or private advertising; l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene,

profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; m. Using the network while access privileges are suspended or revoked.

L. Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: a. Be polite. Do not become abusive in messages to others. b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. c. Do not reveal personal information, including the address and telephone numbers of students or colleagues. d. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. e. Do not use the network in any way that would disrupt its use by others. f. Consider all communications and information accessible via the network to be private property.

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

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

O. Security Network: Security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

P. Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Q. Copyright Web Publishing Rules: Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission. a. For each re-publication (on a Web site or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source. b. Students engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided. c. The absence of a copyright notice may not be

interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission. d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text. e. Student work may only be published if there is written permission from both the parent/guardian and student.

R. Use of Electronic Mail: The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool. The school and district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited. b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a memorandum or document. c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients. d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted. e. Use of the electronic mail system constitutes consent to these regulations.

Parent/Guardian (Print): _____

Signature: _____

Date _____

Student Name (Print) _____

Student Signature _____

Date _____