

Dowagiac Union Schools

Student Device

Policies and Agreement

By signing this document you acknowledge that you have read and agree with the Student Device Policies and Agreement and agree to the CIPA, COPPA, and FERPA sections for my child.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Student Name: _____

Street Address: _____

City: _____ Zip Code: _____

Telephone Number: _____

The following is for school use only:

Insurance Paid: Cash _____ Check _____

Insurance Received by: _____

Asset Tag Number of Device Given: _____

Dowagiac Union Schools has instituted a 1:1 program utilizing Chromebooks. This program provides a device for all 6-12 students for take home purposes. K-5 students will have devices assigned to them in their respective classrooms (Note: During times of "Distance Learning" the K-5 devices will be sent home with the students).

Students must agree to the District's Acceptable Use Policy (AUP). This is a separate document available in your building and or included in the Student Handbook.

Parents will need to agree and pay an insurance fee of \$20.00 associated with taking a Chromebook home (grades 6-12) and sign this agreement noting their acceptance of their responsibilities detailed in this agreement. Lastly, parents/guardians of any student under the age of thirteen will need to agree to allow their student's use of GSuite and other apps that may require parental approval of users under the age of thirteen.

Device Usage

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

Dowagiac Union Schools will provide Chromebooks for all students 6-12 for take home while students K-5 will be assigned a personal unit to use in the classroom. NOTE: During the time of "Distance Learning", K-5 will also be supplied devices for take home use.

Student Responsibilities

Use of the Chromebook is a privilege. The Dowagiac Union 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 (Note: During "Distance Learning this will not be the case. This statement applies once we are face-to-face).

As a technology device, Chromebooks fall under the Acceptable Use Policy.

- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Dowagiac Union 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 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, the District Acceptable Use Policy, and any individual building 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 District’s web filter.
- 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.

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 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. Dowagiac Union Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Dowagiac Union Schools 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 is prohibited (i.e. stickers, writing, etc.)

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. Never carry the device while the screen is open. Close the screen before carrying it anywhere.
4. Clean the screen with a soft cloth. If desired, you can **lightly spray the cloth** with a mild window 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

Chromebooks are managed by Dowagiac Union Schools. 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 Dowagiac Union 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 appropriate authorities.

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 Dowagiac Union Schools Technology 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 due to the unauthorized repair will result in charges not to exceed the cost of the device.

Insurance Fee

1. Dowagiac Union Schools will charge an annual \$20 insurance fee for the use of the Chromebook.
2. This fee will cover the first repair of the device provided the repair is not caused by misuse of the device.
3. Additional repairs to the device will be charged to the student but not to exceed the replacement cost of the device.
4. 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 this document.

Loss or Theft

1. Students (or parents) must contact the Dowagiac Union Schools, their local building's office if there is loss or theft of the chromebook that has been issued to the 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 for a replacement device. If the device is found after that date, the device will be given to the student to do as they please. The device will also be released from Dowagiac Union Schools domain control.

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 Policy and is subject to disciplinary action.

Saving to the Chromebook

1. Student work will be saved in the student's Google Drive account. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or chromebook.
2. Files that are saved locally on the chromebook (downloaded PDFs, for example) are only available on that chromebook.

Apps and Extensions

1. Dowagiac Union Schools may manage 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 Dowagiac Union 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 Dowagiac Union Schools, is running slowly, or has trouble connecting to a network, the chromebook should be returned for maintenance at the students building.

CIPA, COPPA, FERPA Agreement

Dear Parent or Guardian,

The applications/web sites used by the district are commonly used by the education community and are supported by K-12 schools throughout the United States. Some applications have stipulations in their Terms of Service, due to Federal Law, where users under the age of 13 must obtain parental permission to take part in their use.

Below are some common application tools your child may encounter:

- 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.
- 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 curriculum, enhancement of student learning, and preparing students to becoming part of Career and College Ready, we ask you to please review the expectations and information below with your child.

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, please provide them to the office of the building your child attends school to be reviewed by the district.

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.

Children's Internet Protection Act (CIPA): 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. 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>