Filer School District Parent/Student Chromebook/Technology Handbook

2019 -- 2020

Chromebook Procedures and Information for Students and Parents

Initiative Purpose:

It's not a technology initiative...it's a learning initiative...a 21st century learning initiative

We believe that the essential skills need for students to be College and Career ready are:
- Study Skills
- Growth Mindset
- Collaboration
- Persistence
- Ownership of Learning (student centered)
- Technology Proficiency

These skills are considered essential in the learner centered environment and must be interwoven with traditional courses and content.

Furthermore, we believe that all FSD students having a Chromebook will:

- Allow teachers along with appropriate software to deliver more personalized content and lessons to students, while allowing students to learn at their own pace and ability level;
- Help students to become technologically skilled and literate and thus better prepared for modern workplaces;
- Empower students to do more complex and creative work by allowing them to use digital and online applications and tools;
- Improve the administration and management of schools and classrooms by making it easier to gather information on what students know and have done;
- Improve communications among students, teachers, and parents.

Distributing of Chromebook Devices:

- Before they are issued a mobile computing device, each student must submit a signed FSD Chromebook and Technology Use Agreement (found at the end of the document).

- The District will provide <u>parent orientations</u> on the mobile computing device program. A student's parents or guardians <u>are required to attend</u> an orientation before the student takes a device home with them.
- The student will also be required to pay an insurance fee of $20.00 before they may take the device home. Parents or guardians of students may use the school-issued device, and their involvement in student learning through technology is strongly encouraged.
- Both parent and student use of the District's device, network, and software may be subject to a public records request depending upon the content of the document or communication, including email.

Chromebook Care:

Care and Safety

- Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:
- No food or drink is allowed next to a device while it is in use;
- Insert and remove cords, cables, and removable storage devices carefully;
- Shut down the device when not in use to conserve battery life;
- Stickers, drawings, or permanent markers may not be used on the device;
- Do not vandalize the devices or any other school property;
- Devices must never be left in any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day;
- Do not place anything near the device that could put pressure on the screen;
- Clean the screen with a soft, dry cloth or anti-static cloth;
- Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- 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, heat, and light.
- 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.

Asset Tags
- All Chromebooks will be labeled with a Filer school/student name asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag or turning in a Chromebook without a school asset tag.

Responsible Use Expectations/Rules:

Use at School
- Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Repeat failures to comply with these requirements will result in disciplinary action.
- If students leave their device at home, they may phone parent/guardian to bring it to school. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and at the administrator's discretion. This includes students whose devices are undergoing repair.
- Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Personalizing Mobile Computing Devices
- While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality. Students may not make any permanent changes to the exterior of the device.
- Students may be permitted to select their own screensavers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password or other items deemed inappropriate by the administration will result in disciplinary actions.
- Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.
- Should students or parents/guardians place personalized items on the device, such items may be accessed or viewed by District staff at any time, for any reason,

including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

Managing Files
- It is important to note that any work students do in their Google Account (Drive, Documents, Presentations, Forms, etc…) is saved frequently and automatically in the *Cloud*.

Software
- The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.
- From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.
- All devices will be equipped with anti-virus protection software which will be upgraded regularly.
- It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities.
- Students wishing to add additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

Inspection and Filtering
- Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.
- Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and re-image.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices: Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use: Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet/Network Responsible Use Policies of FSD and FSD. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Protecting and Storing Devices
- Students are expected to password protect their devices and shall keep their password confidential. When students are not using their devices, the devices should be stored in their lockers and/or the carrying case/bag.
- Students are encouraged to take their devices home every day after school.
- Under no circumstances should devices be left in unsupervised areas while at school. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Ownership: FSD retains sole right of possession of the Chromebook. FSD lends the Chromebook to the students primarily for educational purposes, and only for the academic year. 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. Students should not share their Chromebook with another student or leave the Chromebook unattended.

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 Filer Schools technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology 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.

Operating System and Security: Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates: The Chromebook operating system, ChromeOS, 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 school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school when using their Google Accounts at home. When students log into their accounts from school or home, or any internet connection, the filtering system is in place. However, parents should monitor and be aware of student activity on the devices while they are not at school.

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

Chrome Web Apps and Extensions:
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher or district technology personnel permission.
- Students are responsible for the web apps and extensions they install on their Chromebooks.   Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Records: The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users: Each student will be assigned the same Chromebook for the duration of his/her time at Filer School District. Take good care of it! They will be collected at the end of each year.

Repairing/Replacing Your Chromebook

- Repairs will be estimated on a case by case basis at current replacement costs. Accidental damage, up to 3 claims, will be repaired by the District if the student has purchased the $20 insurance policy from the District. An <u>insurance claim form</u> (available at the school library/media center or the office) must be filled out and returned to the principal. If insurance was not purchased, the parent or guardian is responsible for all costs for necessary repairs to the device or cover/sleeve.
- <u>Students who do not purchase the insurance will not be allowed to take their chromebooks home or off campus</u>. They will check them in and out of the media center each day.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school 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 school. 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 reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

Digital Citizenship:

Responsible Uses and Digital Citizenship

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. I will not enter other people's private spaces or areas. I will not take pictures or videos of students or staff without their prior consent.
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. 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 FSD <u>Internet and Technology Acceptable Use Policy.</u>

<u>FSD Technology Use & Internet Use Policy J.49:</u>

<u>Terms and Conditions</u>
1. **<u>Responsible Use-</u>** The purpose of technology in the Filer School District is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the technology must be in support of the educational objectives of the Filer School District. Students are required to login to the network by using their own assigned username and password. Student usernames and passwords are to be kept private. Illegal activities are strictly forbidden.
2. **<u>Curriculum-</u>** The District shall provide an appropriate planned instructional component for internet safety and responsible technology use which shall be integrated into the District's regular instructional program.
3. **<u>Privileges and Privacy-</u>** The use of technology is a privilege, not a right. Inappropriate use will be handled according to current administrative procedures. By federal law, my use of technology at school or on a school provided device is not private. Student technology activity can and will be monitored and subject to search.
4. **<u>Warranties-</u>** Filer School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Filer School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by owner negligence or your errors or

omissions. Use of any information obtained via the Internet is at your own risk. Filer School District specifically denies any responsibility for the accuracy of quality of information obtained through its services.

5. **Internet Filtering-** Filer School District uses an internet filtering appliance to protect children from harmful content. This service is provided on a best effort basis. Efforts to circumvent the filtering system or access inappropriate content will result in disciplinary action. Students are required to use school-provided internet access when using any technology device on campus, whether personal or school owned. Students and employees are expected to use technology responsibly and are accountable for their conduct on the internet.

Graduation Year (Please Circle One): 2020 2021 2022 2023

Print Student Name: _____

FSD Chromebook and Technology Use Agreement

By signing below, the student and their parent/guardian agree to follow and accept:

- the Chromebook Use Agreement in its entirety.
- that Filer School District owns the Chromebook, software and issued peripherals.
- that in no event shall Filer School District be held liable to any claim of damage, negligence, or breach of duty.
- that I will be aware of what I post online. Website and social media venues 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, future colleges, or employers to see. (THINK, Is it True, Helpful, Inspiring, Necessary, Kind?)
- I will follow the school's code of conduct when writing online. I know it is acceptable to disagree with other's opinions; however, will do it in a respectful way. Making sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- I will be safe online and never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone besides your teachers and parents.
- I understand that linking to other websites to support my thoughts and ideas is recommended. However, I will be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- I will do my own work and will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is will use good practice by hyperlinking to sources.
- I will be aware that pictures may also be protected under copyright laws and will verify that I have permission to use the image or that it is under Creative Commons attribution.

- I know that representing myself online is an extension of me and will not misrepresent myself by using someone else's identity.
- I understand that online work should be well written, by following writing conventions including proper grammar, capitalization, and punctuation. If I edit someone else's work, I will be sure it is in the spirit of improving the writing.
- if I run across inappropriate material that makes me feel uncomfortable or is not respectful, I will tell my teacher right away.
- I understand that I'm not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.
- I have read, understand, and agree to abide by the terms of the Filer District's policies regarding District-provided mobile computing devices. Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

- I accept full responsibility for the safe and secure handling of the device for this school year.
- I accept full responsibility for the proper use and safeguarding of the device under all applicable policies.
- I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.
- I understand that I may pay $20 for insurance to cover the cost of any ***accidental*** damage to the device or carrying case, up to 3 claims per year. This does not apply if the cover has been removed from the Chromebook.
- I understand my child's responsibility in the use and care of the Chromebook. I further understand that if he or she is found to be responsible for ***deliberate or negligent*** damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.
- I understand that my child will be issued the same device every fall and may get to keep my device upon graduation at the discretion of school administration.
- I understand that if any violation or misuse of the device occurs while it is in my child's custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or by another person.

- I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.
- I understand students may not post personal contact information about other people. This includes but is not limited to last names, addresses, and/or phone numbers.
- I am responsible for the use my individual accounts and should take all reasonable precautions to prevent others from being able to use my account. Under no conditions should a I provide my password to another person, except for parents and guardians.
- I understand and will abide by the **Internet Use Agreement**. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.
- as the parent or guardian of this student I have read the Internet Use Agreement (see page #9). I understand that this access is designated for educational purposes. Filer School District has taken precautions to eliminate controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Legal Guardian: As the parent/guardian of the above student (*please initial one*)

_____A. I **_do_** wish my son/daughter to take the device home at this time and will pay the $20 insurance.

_____B. I do **_not_** wish my son/daughter to take the device home at this time and will pay the $20 insurance.

_____C. I do **_not_** wish to have the $20 insurance. I realize that I am fully responsible for the cost of any repairs necessary to the device and/or complete replacement. I further understand that by not choosing to purchase the insurance, my student will not be able to take the device off campus or out of school.

As the **parent/guardian** of the above student (*please initial one*)

_____A. I **_do_** wish my son/daughter to have access to social media (facebook, instagram, etc.) and entertainment sights (Netflix, Youtube, etc.) at home.

_____B. I do **_not_** wish my son/daughter to have access to social media (facebook, instagram, etc.) and entertainment sights (Netflix, Youtube, etc.) at home.

Student Signature:_____Date_____

Parent/Guardian Signature:_____Date: _____

Contact Phone:_____

Filer School District Google Apps for Education Permission Form

2019-20 School Year

(Completion required for students under the age of 13).

Student: _____

(Printed Last Name and First Name)

Age:_____   Date of Birth_____Grade _____

Parent (s) Guardian (s):_____

(Printed Last Name and First Name)

I understand that by allowing the use of Google Apps for Education, information about my child will be collected and stored electronically, including Name and Student ID#. I have read the privacy policies associated with the use of Google Apps for Education **(http://www.google.com/policies/privacy).** I understand that I may ask for my child's account to be removed at any time.

_____YES, I give permission for my child to use Google Apps for Education. I understand that this includes permission for my child to publish student work, documents and data to the school's Google Apps for Education domain. I agree to monitor and enforce acceptable use when my child is off school property.

_____NO, I do not give permission for my child to use Google Apps for Education. I understand that this means my child will not be able to access Google Apps for Education for any purpose, including but not limited to sharing information and/or collaborating with school staff and/or students concerning assignments, projects, and events.

_____   _____

Parent (s) / Guardian (s) Signature   Date

Please read, complete and then return to the school office.

_____

Children's Online Privacy Protection Act (COPPA): COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for the school's Google Apps for Education domain. 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. The school's use of student information is solely for educational purposes. The school may

also provide a Google Apps for Education account with an associated email account for students use. To gain access to their own Google Apps for Education account, students under the age of 13 must first obtain permission, as verified by their signature on this document.

Student use of Google Apps for Education is governed by the school's Technology Acceptable Use Policy (AUP) and the school's Student-Parent Handbook. Students are responsible for their own conduct at all times when using Google Apps for Education, just as they are when they use any technology resources the school offers. Google Apps for Education is available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always a chance students will be exposed to inappropriate content. The school will monitor student use of Apps when students are at school, parents and guardians are responsible for monitoring their child's use of Apps outside of school. We encourage you to discuss with your child your family rules and expectations for using Internet-based tools, including but not limited to Google Apps for Education. Parents and guardians are encouraged to report inappropriate use of Google Apps for Education to the school.

Privacy and Safety Requirements:
- Student may not post personal contact information about other people. This includes but is not limited to last names, addresses, and/or phone numbers.
- Students will tell their teacher or other school staff members about any message they view or receive that they believe is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person, except for parents and guardians.

For additional information about privacy and safety, Google's "Good to Know" site provides an excellent guide to staying safe and secure online. The guide can be accessed at **http://www.google.com/intl/en/goodtoknow**