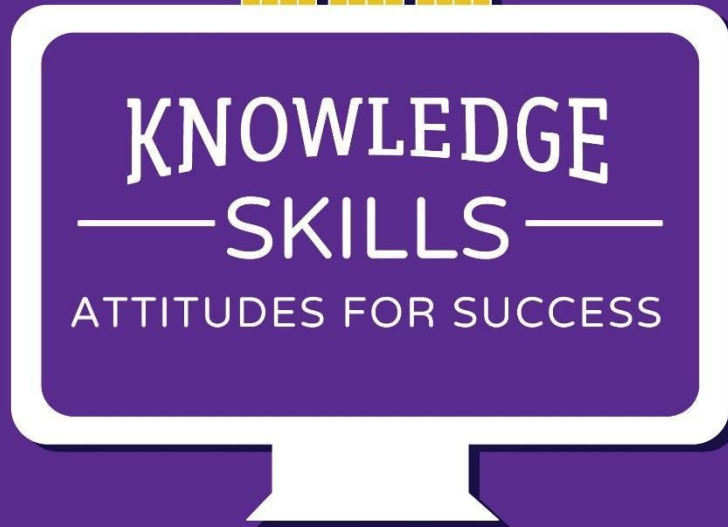


KEENEYVILLE



DISTRICT

20

Keeneyville District 20  
1:1 Campaign

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## Use of Technology

All students in grades 2 - 8 will have access to Google Chromebooks for educational use in school and home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded, the use of district technology is a privilege and not a right. Everything done on any district owned computer, network or electronic communication device may be monitored by district authorities. Inappropriate use of district technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Keeneyville District 20's Acceptable Use Policy.

## Google Apps for Education Login

Keeneyville School District supports the use of Google Apps for Education accounts for students and teachers. The use of Google Apps supports our desire to have students create, collaborate, communicate, and use critical thinking skills in the learning process. The most important aspect of Google Apps for our current work with students is access to Google Docs. Google Docs allow students to create and share word processing, presentation, and spreadsheet documents online, and to collaborate with both peers and teachers on projects. Students are able to log into their Keeneyville Google Apps account at home, the library, or anywhere where Internet access is available. Teachers are able to log into their accounts to provide feedback to students at any time and anywhere an Internet connection is available.

The following services are some of the available to each student and hosted by Google as part of Keeneyville School District 20's online presence in Google Apps for Education:

- **Email** - an individual email account for school use managed by Keeneyville School District 20. ***However, at this time, the email account will be for login purposes only and NOT for sending and receiving emails.***
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs/Drive** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites** - an individual and collaborative website creation tool
- **Video** - access and storage for video projects

Using these tools, students collaboratively create, edit and share files and websites for school related projects. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs outside of school. Students are responsible for their own behavior at all times. Examples of student use include; showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. The district reserves the right to allow students to use their GAFE login when using other district approved sites.

### [Ownership of the Chromebook](#)

Keeneyville District 20 retains sole right of possession of the Chromebook. Keeneyville District 20 lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Keeneyville District 20 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.

## Receiving Your Chromebook

### Parent/Guardian Orientation

All parents/guardians are required to sign the Keeneyville District 20 Chromebook Agreement before a Chromebook can be issued to their student. Optional orientations will be held during summer and early in the fall semester.

### Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus. Both students and their parents/guardians must sign the Keeneyville District 20 Chromebook Agreement prior to picking up a Chromebook.

## Returning Your Chromebook

### End of Year

\*\*Before last week of school. At the end of the school year, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

### Transferring/Withdrawing Students

Students that transfer out of or withdraw from Keeneyville District 20 must turn in their Chromebooks and peripherals and accessories to campus office personnel 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 Keeneyville District 20 may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

## Rights and Responsibilities

### 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 Keeneyville District 20 technology staff. Students are responsible for backing up their data to protect from loss. Users of district 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 is 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.

### Software

- 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 responsible for the content 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.

## Chromebook Identification

### Records

The school will maintain a log of all Chromebooks that includes the 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 Keeneyville District 20. New devices will only be issued in accordance with the device renewal cycle.

## Repairing/Replacing Your Chromebook

### Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.



## Chromebook repairs

- Devices needing repairs are sent out to a third party for service. Students will be charged a fee for the repair of the device. If a device cannot be repaired the cost of a replacement will be charged to the student.
  - Replacement - **\$350.00**
  - Repairs - **\$25.00 - \$300.00**
  - Power cord replacement - **\$45.00**

## 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 may use monitoring software that allows them to view the activity on student Chromebooks.

## Educational Use

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

## Using Your Chromebook at School

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.

## 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 sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may not be taken home, unless permitted by the school administration.

### Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement and will be treated as a discipline issue as per administration's discretion.

### Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes.
- No images or graphics containing people can ever be used as a background or theme. This will be treated as a discipline issue per administration's discretion.

### Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
  - Students should have their own personal set of headphones for sanitary reasons.
  - Students are expected to supply their own headphones.

### Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will have a limited ability to print. All printing must be approved by the teacher. A failure to comply with this policy will result in disciplinary action.

### Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

### Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain multiple copies of their work on different Internet storage solutions.

### Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Keeneyville District 20 Acceptable Use Policy and all other guidelines in this document wherever they use their Chromebooks.

### Chromebook Care

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- Chromebooks that are broken or fail to work properly must be reported to a teacher and / or your building administrators soon as possible.
- District-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Students should never leave their Chromebooks unattended except locked in their hallway locker.

## General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- 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, and labels other than those placed by the district.
- Heavy objects should never be placed on top of Chromebooks.

## Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.

## 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 and Logos

- All Chromebooks will be labeled with an asset tag.
- All 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 logo or turning in a Chromebook without a school asset tag or logo.

## Chromebooks left unattended

- Under no circumstances should Chromebooks be left in unsupervised areas.

- Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the school office.

### Warranty and Insurance

- The district will repair or replace damaged equipment resulting from normal use and accidents.
- Abuse or neglect may result in damages and will be the responsibility of the student to pay for.
  - The School will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to building administrators

### Proper Care and Handling of Chromebooks in the Classroom

- Under no circumstances should you open (or attempt to open) your school computer's case
- Cables
  - Avoid bending the charger's cord at sharp angles.
  - Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
  - Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
  - Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
  - Be careful and gentle as you connect and disconnect the power cord.
- Heat
  - Always place your Chromebook on a flat, stable surface.
  - Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
  - The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure.

- Gravity
  - Don't drop them.
  - Keep your Chromebook away from the edges of tables and desks.
- Liquids
  - Keep liquids away from your Chromebook
- The Screen
  - Always keep magnetic devices away from your Chromebook.
  - Do not lean on top of the Chromebook.
  - Do not place anything near the Chromebook that could put pressure on the screen.
  - Do not place anything in the carrying case that will press against the cover.
  - Do not poke the screen or camera.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
  - Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Eyeglass lens cleaning cloths or microfiber cloths are the only acceptable ways to clean the screen.
- Keep it clean
  - Don't use your Chromebook while you eat.
  - Make sure your hands are clean when using your Chromebook.
  - To clean, shutdown your Chromebook, disconnect the power adapter and network cable, and remove the battery (if apply). Use a damp, soft, lint- free cloth to clean the computer's exterior.
  - Avoid getting moisture in any openings.
  - Do not spray liquid directly on the computer.
  - Don't use aerosol sprays, solvents, or abrasives.

### Authorized users

- The school Chromebook is assigned to the student and it's for their use only.
- Do not allow others to use your device.
- Do not use any Chromebook that has not been assigned to you.

### Storing Chromebooks at Extra-Curricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events.

### Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 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.
- 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.
- 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.
- Protect Others.
  - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
  - I will avoid unacceptable materials and conversations.
- 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.
- 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 Acceptable Use Policy.

### Keeneyville District 20 (AUP)

### AGREEMENT FOR NETWORK/INTERNET ACCESS

All use of the networked system and Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Agreement* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the policy, administrative procedures, and appropriate *Agreements* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### Terms and Conditions

1. Acceptable Use - All use of the District's connection to the networked system and the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes.



2. Privileges - The use of the District's networked system and Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has committed a violation, and may deny, revoke, or suspend access at any time; his or her decision is final. **Violations of the codes of conduct or professional requirements may result in the loss of privileges and employee or student discipline.** Due Process will be given commensurate with the seriousness of the offense.
  
3. Unacceptable Use - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized access or downloading of software, electronic files, e-mail, or other data;
  - c. Downloading copyrighted material for other than legal personal or professional use;
  - d. Using the network for private financial or commercial gain which adversely affects the District;
  - e. Wastefully using District resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user'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;

- n. Publishing or otherwise disseminating another person's identity, personal information, account, or password;
  - o. Using the network for unauthorized product advertisement or political activity;
  - p. Promoting or encouraging the use of illegal or controlled substances;
  - q. Forgery or alteration of e-mail;
  - r. Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.
4. Network Etiquette - You are 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 your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (e-mail) 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 other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by

the District relating to, or arising out of, any breach of the *Agreement* or *Permission*.

7. Security - Network security is a high priority. If you can identify a security problem, you must notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.
11. Each user must sign the *Agreement for Network/ Internet Access* as a condition for accessing networked resources and using a live Internet connection.
12. Further, each student, his or her parent(s)/guardian(s) must sign the *Agreement for Network/Internet Access* before the student is granted access under a teacher's authorization.

### Violations of the Acceptable Use Policy

A student found to be in violation the AUP or is using their Chromebook outside their classroom or lab during assigned times it will result in the use of the school discipline policy

### Procedures for consequences:

1. Teachers will make a referral of the Chromebook misused and will contact the school principal, to verify and confirm the case.
2. Once Chromebook misuse was confirmed, the principal will contact the student and determine the consequences. The school may keep the Chromebook for necessary time. (for repair or confiscation)

## Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials
	Be aware of what you 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.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way.	
	Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures.	
	Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website 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. Be aware that it is a violation of copyright law to copy and paste other's thoughts.	
	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.	

	Online work 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.	

KEENEYVILLE ELEMENTARY SCHOOL DISTRICT 20  
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**Parent Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**Technology Acceptable Use Agreement**

**Student Agreement**

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Keeneyville Elementary School District 20 Acceptable Use Policy and Chromebook Policy Handbook Student Pledge.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Agreement**

In consideration of the privileges and opportunities afforded by the use of the KESD 20 technology and computer resources, I hereby release KESD 20 and its agents from any and all claims of any nature arising from my student's use or inability to use KESD 20 technology and computer resources.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that my child will be provided with the following:**

- Chromebook with asset tag \_\_\_\_\_ with the value of \$350.
- Chromebook charging cord with asset tag \_\_\_\_\_ with the value of \$50. I agree to replace this cord if it is lost or damaged.
- Chromebook case with the value of \$17. I agree to replace this case if it is lost or damaged.

Parent Signature: \_\_\_\_\_