



As with any educational endeavor, a strong partnership with families is essential to a successful experience. Several documents are included in this packet to inform parents about the digital learning tools used by District 70 students.

### Acceptable Use Procedures and Guidelines (AUPG)

- Parents and students should review this together. The use of G Suite for Education and third party web services are part of this document.

### G Suite for Education - Information for Parents

- A definition of G Suite (formerly Google Apps for Education) and the district's rationale for student use including acceptable use, privacy, safety, and access restrictions.

### YouTube Information for Parents

- An overview of the restricted student use of YouTube at school

### WeVideo Parent Info

- Rationale for the use of this product as the company requires parental permission for use by students under the age of 13

### Classroom Acceptable Use Agreements

- These are reviewed in class at the start of school with the teacher then signed by the student and kept on file:
  - Acceptable Use Agreement for Technology for Grades K and 1
  - Acceptable Use Agreement for Technology for Grades 2 through 5
  - Student Acceptable Use Signature Page For Grades 6 through 8

### Student Code of Ethics

- These are poster sized and featured in all classrooms. The Technology Code of Ethics is built upon the six pillars of character that are part of the district's Character Counts! program.





## Libertyville District 70 Acceptable Use Procedures and Guidelines for Students

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### Statement of Purpose

Libertyville School District 70 believes that all students should have access to educationally appropriate technology when they act in a responsible, trustworthy, courteous and legal manner. Internet access, online services, and 21st century learning technologies improve student communication and student collaboration skills, provide access to people and material from all over the world, and build digital citizenship skills. The purpose of this document is to establish guidelines for student use of the district's technology systems and equipment (see definitions), including those that provide access to the Internet. Network and Internet access is provided for students as a tool for learning. All such use must be for educational purposes, be consistent with the goals and objectives of School District 70, and conform to the requirements of all district policies regarding student conduct and behavior.

Internet access is a privilege, not a right, and carries responsibilities with it. The failure of any users to conduct themselves according to the terms of District 70 policies and follow the provisions of these Acceptable Use Procedures and Guidelines may result in loss of privileges, disciplinary and/or legal action. The signatures provided in electronic format on the District's registration forms, or on any paper versions of the same, are legally binding indicating that the persons signing them have read the terms and conditions and understand their significance.

### Definitions

- **Technology systems and equipment:** shall include software, desktop/laptop computers, servers, networks, printers, telephones, faxes, tablets or other mobile devices, cameras, scanners, external drives or devices, and other emerging technologies. Student owned computers or other devices may not be installed or used on the District 70 network.
- **Privacy:** Libertyville School District 70 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage, including email. All such information files shall be and remain the property of Libertyville School District 70 and no user shall have any expectation of privacy regarding such materials.
- **Limitations:** Use of the Internet is undertaken at the user's discretion. District 70 is not responsible for any information that is retrieved via the Internet. The District specifically denies responsibility for the suitability, reliability, accuracy, or timeliness of Internet information. The District is not responsible for any information that may be lost, damaged or otherwise unavailable when using the network, nor for loss resulting from delays, non-deliveries, missed deliveries, or service interruptions. District 70 makes no warranties, express or implied, for Internet services. The District retains the right to perform upgrades and scheduled or unscheduled maintenance, which may make equipment and systems temporarily unavailable to students and staff.

### G Suite for Education and Other Third Party Services

Libertyville School District 70 may utilize computer software applications and web-based services that are operated by third parties. These services include: G Suite for Education, Renaissance Learning, BrainPop, Typing Agent, WeVideo, and other similar educational programs. In order for students to utilize these services, the provider often requests students' personal information in the form of name and email address. Under the federal Children's Online Privacy Protection Act (COPPA), these services must obtain parental consent before collecting personal information from children under the age of 13. The law permits Libertyville District 70 to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student's personal information. Parent/Guardian acceptance of this option via a signature on the online registration page will constitute consent for the District to provide

a student's personal information, consisting of his or her first and last name, email address, and username to the third party services on file at the District office.

## **Acceptable and Unacceptable Use For Students**

### **Acceptable Use:**

Access to, and use of the technology systems and equipment provided by District 70 must be for educational purposes only, and must be consistent with the educational objectives of the District.

### **Unacceptable Use:**

The user is responsible for his/her actions and activities involving the use of the district technology systems and equipment. Examples of unacceptable use include, but are not limited to:

1. Sharing of, or asking for the passwords or account information of others.
2. Logging into the system or any account as anyone other than yourself.
3. Invasion of privacy, including accessing or modifying accounts or data of other users; or disclosing personal identifying information about others.
4. Illegal activity, including copyright violations such as downloading or uploading software or media.
5. Vandalism, including intentionally or recklessly causing damage to any equipment, entity, data, or website.
6. Posting, accessing, publishing, or displaying material that is defamatory, inaccurate, abusive, obscene, profane, threatening, racially or sexually offensive, harassing or illegal.
7. Use of the technology systems and equipment for personal financial gain or advertisement, including gambling.
8. Circumventing anti-virus, user authentication, content filters, or other security features.
9. Installing or running unauthorized software on the District's devices or network without the permission of the Technology Department.
10. Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.
11. Recording or photography of any remote instruction by students and/or parents

### **Consequences:**

Violations of these policies will result in consequences, which may include, but are not limited to:

- Notification of parents/guardians
- Suspension or revocation of technology privileges
- School consequences (detentions, suspensions, expulsions)
- Civil or criminal prosecution



# G Suite for Education



Libertyville School District 70 utilizes G Suite for Education for teachers, staff and students in grades kindergarten through eight. This service is available through an agreement between Google and Libertyville School District 70. G Suite runs on an Internet domain purchased and owned by the district and is intended for educational use. The applications within G Suite have spam filtering enabled.

G Suite is a collection of online tools for communication, collaboration, time-management, and document storage. Provided by Google to the district at no cost, these tools include:

- Gmail: a full functioning e-mail program
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Google Docs includes: word processing, spreadsheets, presentations, forms and drawing programs which allow multi-user access and editing
- Google Earth: 3D rendering of planet earth through use of satellite imagery
- Future Google Tools: As Google continues to add new tools to G Suite the district will evaluate each for its educational potential

Your child's teacher(s) may use G Suite including Google Classroom for lessons, assignments, and communication. The primary benefits of utilizing G Suite for Education with students are:

- To give students practice in using current technology applications and tools
- To give students the ability to work on common, no-cost tools on their own documents both at school and outside of school
- To facilitate "paperless" transfer of work between students and teachers
- To provide adequate long-term storage space for student work
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience, using 21st Century tools
- To provide continuity as students progress through the grades

G Suite is available to students at home, the library, or anywhere with Internet access. The components of G Suite are not public forums. They are extensions of classroom spaces where student free speech rights may be limited. School staff will monitor student use of G Suite when students are at school and using district equipment. The ACCESS1:1 devices have web filtering in place when students are off campus. Parents are responsible for monitoring their child's use of G Suite when accessing programs from home. Students are responsible for their own behavior at all times.

## **Acceptable Use:**

G Suite is primarily for educational use. Students may access G Suite for limited personal use subject to the restrictions below and any additional school rules or policies that may apply.

Students may not use G Suite for:

- ANYTHING that may be disruptive to the learning environment
- Threatening or cyberbullying another person
- Inappropriate sexual or other offensive content
- Unlawful activities
- Commercial purposes or personal financial gain (running a business or trying to make money)
- Misrepresentation of Libertyville School District 70, its staff or its students

**Privacy:**

School staff, administrators, and parents have access to student email for monitoring purposes. To ensure the safety of District 70 students, G Suite for Education for students is currently limited to the district's domain. Students are only able to email and share documents with their teachers and other students within the district.

In order for students to utilize these services, Google and other third party website services request students' personal information in the form of name and email address. Under the federal Children's Online Privacy Protection Act (COPPA), these services must obtain parental consent before collecting personal information from children under the age of 13. The law permits Libertyville District 70 to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student's personal information. Parent/Guardian acceptance of this option via a signature on the online registration page will constitute consent for the District to provide a student's personal information, consisting of his or her first and last name, email address, and username to Google and other third party services on file at the District office.

**Safety:**

Students may not post personal contact information about themselves or other people including last names, addresses or phone numbers. 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 his or her password to another person.

**Access Restriction - Due Process:**

Access to G Suite is considered a privilege accorded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of G Suite for Education when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to an administrator for further investigation and account restoration, suspension, or termination.

**Questions:** Please contact Director of Technology, Dmitry Andrievsky, at the District Office, 847-362-9695



## **Information for Parents Regarding Student Use of YouTube in District 70**

In order to make available as many academic options as possible for students, and to prepare them to live and work in the 21st Century, Libertyville School District 70 is expanding the academic options that will enhance students' educational experiences. With the increase in use of 1:1 devices and digital learning tools, the need to integrate multimedia resources into instruction is necessary.

D70 students will now have access to a restricted version of YouTube at school. For many years, the district has blocked YouTube in grades K-8, as it was considered to be a site that was not primarily educational in nature. However, with this new restricted version, many videos that provide rich educational content such as tutorials, curricular lessons, and how-to instructions are available for school use. This limited access to YouTube via student D70 Google accounts provides two types of video lists that can be viewed by students.

### **Globally Approved Videos:**

The restricted version of YouTube consists of a large number of globally approved videos from YouTube. These videos have already gone through an approval process from YouTube and have been deemed educationally appropriate. The restricted version of YouTube that students have access to is filtered by YouTube and by District network settings to continue to provide an appropriate learning environment.

### **D70 Approved Videos:**

Students may also view videos that are not on the globally approved list in YouTube, but that have been approved as educationally appropriate by teachers within the District. Examples of these videos include teacher or student created videos, videos that a teacher finds educationally appropriate, or videos that students have found and teachers have confirmed as having educational value for learning.

### **Safety: School Use**

Teachers and staff will continue to provide active supervision while students are in school to ensure that only content with educational value is being viewed. YouTube Safesearch has

been enabled which is in accordance with how the district restricts current Google searches. Content will be blocked if it is flagged as restricted and not on the globally approved list. Although every effort is made to allow students access to only appropriate content, no filter or restrictions are perfect. For this reason, staff will continue to monitor student use and reinforce lessons on digital citizenship for students.

### **Safety: Home Use**

#### **PLEASE NOTE:**

Home use of YouTube may be filtered differently than school. The student's YouTube access works within the constraints of the home and may not have the same restricted version they see at school. Parents are responsible for monitoring their child's use of YouTube when accessing videos from home. Students are responsible for their own behavior at all times.

#### **Questions:**

Please contact the Director of Technology, Dmitry Andrievsky, at the District Office: 847-362-9695



Dear Parents & Guardians,

District 70 teachers sometimes utilize a web based tool called WeVideo as a video creation tool with students. This tool works well on Chromebooks and allows students the flexibility to complete projects at school and at home. Students will access WeVideo via their Google Apps for Education account provided by the district. At the completion of the project, the students will share the videos with their classroom teacher and the students will have access to their completed video within their Google Drive.

WeVideo will have a record of the student's name and school email address, but they do not share that information with anyone nor do they use it to contact the students directly. WeVideo is committed to protecting the privacy of students and is fully compliant with the FERPA and COPPA rules and guidelines. In compliance with the Children's Online Privacy Protection Act (COPPA) of 1998, the Services are not intended for use by students under the age of 13 years without the consent of a parent or legal guardian.

In an effort to continue to be transparent with the tools being utilized, we are seeking permission for your student to use WeVideo. As such, we are requesting your electronic signature during online registration, permitting your child to use WeVideo as a video creation tool under the guidance of their classroom teacher.

If you have any questions, please contact the Technology Literacy Coach in your student's building:

Highland - contact Mrs. Caren Kimbarovsky [ckimbarovsky@d70schools.org](mailto:ckimbarovsky@d70schools.org)

Adler or Butterfield - contact Mrs. Jill Przybylski [jprzybylski@d70schools.org](mailto:jprzybylski@d70schools.org)

Copeland or Rockland - contact Mrs. Tayler Hamrick [thamrick@d70schools.org](mailto:thamrick@d70schools.org)

## Student Contract and Parent/Guardian Agreement for AUPG

**Directions:** After reading the Digital Learning Agreements document, parents will grant permission for their child's access via an electronic signature. Students will sign an AUPG in school that is appropriate for their grade level.

Below are the agreements that students sign:

### Grade K-1 STUDENTS sign the following in their classroom:

	<ul style="list-style-type: none"> <li>● I will help my classmates with technology questions if I can.</li> <li>● I will be polite when working with others.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will follow my teacher's directions when using technology.</li> <li>● I will be a good classmate and treat others and their ideas with respect.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will use my own words to share my ideas.</li> <li>● I will take turns and share.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will use appropriate language.</li> <li>● I will be kind to others.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will be careful handling computers and iPads and will keep food and drink away from them.</li> <li>● I will keep my personal information private.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will be honest with my teacher if I make a mistake.</li> <li>● I will make good choices.</li> </ul>

### Grade 2-5 STUDENTS sign the following in their classroom:

	<ul style="list-style-type: none"> <li>● I will not use technology to bully or threaten the safety of others.</li> <li>● I will help my classmates with technology questions if I can.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will only log in to devices or accounts as myself.</li> <li>● I will not share any personal information such as passwords or account information.</li> <li>● I will not send or post anonymous messages, pictures, or videos.</li> <li>● I will not log in to personal accounts on school equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will use my own words to share my ideas. I will not copy or plagiarize the work of others.</li> <li>● I will follow copyright laws and give credit to others when using their work.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will use appropriate language online and treat others and their ideas with respect.</li> <li>● I will not tamper with, nor delete information of others, including any shared resources.</li> <li>● I will not view, send, display, or search for inappropriate content such as pictures, audio or video clips.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will handle technology equipment carefully.</li> <li>● I will not damage, change, or tamper with any equipment or software.</li> <li>● I will use technology equipment and the Internet for educational purposes only.</li> <li>● I will tell an adult if I read or see something on the computer that is inappropriate or unethical.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will not download or install any software, applications, or extensions on school equipment without permission.</li> <li>● I will be honest and fair in gathering, interpreting, and expressing information for the benefit of others.</li> </ul>

**Grade 6-8 HMS STUDENTS sign the following:**

- I have read the Libertyville District 70 Acceptable Use Procedures and Guidelines and the Technology Code of Ethics and I understand the significance of each.
- I have discussed the rules for technology use with my parent/guardian.
- I understand that school technology is available to me as a tool to support my education and is afforded to me as a privilege.
- I will not log in to personal accounts on school equipment.
- I understand and agree to abide by the rules stated in the Acceptable Use Procedures and Guidelines.
- I will follow these expectations even if I complete the work outside of school on my own device.
- If I violate this contract, disciplinary actions including, but not limited to, the following may be taken against me:
  - Notification of parent/guardian
  - Suspension or revocation of technology privileges
  - School consequences (detention, suspension, expulsion)
  - Civil or criminal prosecution

# Libertyville District 70 - Student Technology Code of Ethics

## Caring

Be kind; Be compassionate; Express gratitude; Forgive others; Help others in need

Code of Ethics

- I will not use technology to bully or threaten the safety of others.
- I will be polite in my use of language with any electronic communication.
- I will help my classmates with technology questions if I can.

## Citizenship

Cooperate; Be a good neighbor; Obey rules and regulations;  
Respect authority; Protect the environment

Code of Ethics

- I will not log in as anyone other than myself.
- I will not tamper with anyone else's electronic data or resources.
- I will not divulge any privileged information such as passwords or account numbers.
- I will not send or post anonymous messages, pictures, or videos.
- I will use classroom appropriate language on blogs, wikis, and podcasts and treat others and their ideas with respect.
- I will follow my teachers' directions while using the Internet and not click on any pop-ups, ads, or commercials.
- I will print only when my teacher tells me to, so I don't waste resources.

## Fairness

Play by the rules; Take turns and share; Be open-minded;  
Listen to others; Don't blame others carelessly

Code of Ethics

- I will obey copyright laws.
- I will use my own words to express my ideas. I will not copy or plagiarize the work of others.
- I will follow copyright laws and give credit to others when using their work.
- I will always cite my sources.

## Respect

Treat others with respect; Be tolerant of differences;  
Use good manners; Be considerate of others' feelings

Code of Ethics

- I will be polite and use appropriate language.
- I will not download copyrighted material for anything other than personal use.
- I will not invade the privacy of others.
- I will not tamper with, nor delete, information of others, including any shared resources such as server space.
- I will not view, send, display, or search for inappropriate messages, pictures, audio, or video clips.

## Responsibility

Do what you are supposed to do; Perseverance: keep trying; Always do your best;  
Use self-control; Be self-disciplined; Think before you act; Be accountable for your choices

Code of Ethics

- I will use all technology equipment carefully.
- I will not damage, change, or tamper with any equipment, software, settings, or networks.
- I will use the computer and the Internet at school for class work only.
- I will verify the accuracy of information I obtain from electronic resources.
- When I use technology, I will be accountable to readers, listeners, and viewers, admitting mistakes and correcting them promptly.
- I will not share any of my own or others' personal information such as address, phone number, or last name while online.
- I will tell an adult if I read or see something on the computer that is inappropriate or unethical.

## Trustworthiness

Be honest; Don't deceive, cheat or steal; Be reliable; Be loyal;  
Have the courage to do it right; Build a good reputation

Code of Ethics

- I will not log in as anyone other than myself or falsify my identity.
- I will keep my username and password secure and private.
- I will not download or install any software on District equipment.
- I will be honest and fair in gathering, interpreting, and expressing information for the benefit of others.
- I will not use the Internet or District equipment for commercial, political, illegal, financial, or religious purposes.