

Shanksville-Stonycreek School District
Chromebook Acceptable Use Policy & Handbook
2022-2023

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I. INTRODUCTION

The Shanksville-Stonycreek School District (SSSD) supports a 1:1 initiative intended to transform teaching and learning provided through SSSD. The initiative gives students the tools to have instant access, through the use of technology, to the world of information and also to become producers rather than just consumers of information. By providing each SSSD student with 24/7 access to technology through the initiative, SSSD will be able to enrich the learning that takes place in and out of classrooms. The rules set forth in this Handbook apply to any use of SSSD's technology, whether this access occurs on or off campus. After reviewing the document, both the student and parent/guardian must sign the Acknowledgment Form (Attachment A), indicating their understanding of the guidelines and procedures set forth in this Handbook and Board policies. The Acknowledgment Form must be received by the SSSD main office as part of the requirement to be issued an SSSD device. Students will not receive access to SSSD Device, Equipment and/or Network resources until the Acknowledgement Form is signed and received.

II. TECHNOLOGY

a. TECHNOLOGY PROVIDED

"Device" refers to a computer, laptop, tablet, or other Apple item(s) provided to a student through the initiative. SSSD will retain records of the serial numbers of provided Device.

"Equipment" refers to the protective bag or case, AC charger, software and/or other items provided to and/or used by students in the operation, use and/or safety of a Device. SSSD will retain records of the serial numbers of provided Equipment.

"Network resources" refers to all aspects of SSSD's owned or leased equipment, including, but not limited to, device, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services.

b. OWNERSHIP/ EXPECTATION OF PRIVACY

SSSD retains sole right of possession and/or ownership of all device, equipment, and network resources. SSSD grants permission to students and staff to use SSSD device, equipment, and network resources for educational purposes only, according to the guidelines set forth in this Handbook and all applicable state and federal laws. Users shall abide by the same use policies when using SSSD device, equipment, and network resources away from SSSD building and grounds. Users are expected to treat SSSD device, equipment, and network resources with care and shall report any loss, damage, or malfunction to the SSSD Technology Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse and could be disciplined in accordance with this Handbook as well as any other relevant SSSD policy. SSSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, SSSD

administrative staff retains the right to collect and/or inspect device and/or network resources at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There are no reasonable expectations of privacy while using SSSD Device or Network resources.

c. ISSUANCE OF DEVICES

Students will not be issued devices that are permitted to leave the SSD campus until two requirements are met. 1). All required forms, including acceptable use acknowledgement, insurance waiver, and lending agreement are returned with student and guardian signatures; 2). Students complete a district-provided cyber-safety course and present a certificate of satisfactory completion.

d. RESPONSIBILITY FOR ELECTRONIC DATA

It is the sole responsibility of students to back-up their data as necessary. SSSD provides directions for data backup, but does not accept responsibility for any such backup of student material.

e. SUBSTITUTE DEVICE

In the event that a device is inoperable, SSSD has a limited number of loaner device for use. SSSD, however, cannot guarantee that a loaner will be available at all times. If it is determined that an inoperable device was damaged intentionally, the student will not be able to take the loaner device home. Students, who accidentally leave their device at home and/or bring their device to SSSD uncharged, will not be allowed to check-out a loaner device. Students may not use a personal device as a substitute for a school issued device.

f. STANDARD OF CARE

Students are expected to take certain steps to ensure proper care of device, equipment and network resources. Students are expected to follow all the specific care guidelines listed in this Handbook as well as take any additional common-sense precautions to protect assigned device, equipment, and network resources. Loss or damage resulting in failure to abide by the rules below may result in full financial responsibility.

Students shall:

- 1.** Treat device, equipment, and network resources with as much care as if they were their own property.
- 2.** Not attempt to remove or change the physical structure of a device, equipment or network resource. This includes removing or changing the

keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs.

- 3.** Not remove or interfere with the serial number or any identification placed on device or equipment.
- 4.** Keep Device and equipment clean. Device screens show fingerprints and smudges easily, so students should be sure to follow proper cleaning procedures to keep Device screens looking new. Students should never use a chemical to clean a device screen, but instead should use a soft, dry, lint-free cloth.
- 5.** Not act in any way so as to permanently alter device or equipment.
- 6.** Back up data. Electronic information is not safe when stored on only one Device.
- 7.** Not put stickers or use any type of markers on a device or equipment. Removable laptop skins or protective covers for the LAPTOPS ONLY may be purchased at the student's sole expense, but the following guidelines must be followed:
 - a.** Laptop skins should show respect for the student, those around the student, SSSD and the community. Laptop skins not appropriate for a school setting will be removed.
 - b.** The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs, are not acceptable.
 - c.** The displays of obscene material, profanity, or references to subversion are not appropriate.
 - d.** Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed.
- 8.** Close the lid of a device when it is not in use, in order to save battery life and protect the screen.
- 9.** Transport device in provided equipment. Students should never walk from one location to another with an open device. This is applicable at school and at home.
- 10.** Not charge a device while it is in the bag. It is important to ensure that device have air circulation while charging.
- 11.** Keep device and equipment in safe and secure places (a locker, when locked, is considered a safe place).
 - a.** Device and equipment should not be left on the floor where they might be stepped on or are within reach of small children or pets.
 - b.** Device and equipment should not be left in a car or anywhere they might be exposed to extreme temperatures. The locked trunk of a car could be an acceptable storage place so long as it's not excessively hot or cold.

- c. Device and equipment left in unattended classrooms or other areas are considered “unattended” and will be confiscated by faculty or staff as a protection against theft. Unattended and unlocked Device and Equipment, if damaged or stolen, will be the student’s financial responsibility.
 - d. Device and equipment should never be left in school vehicles (bus), in the gym, in a locker room, on playing field, or in other areas where they could be damaged or stolen.
- 12. Not remove device from protective cases.
- 13. Keep device and equipment away from all liquids. Exposure to liquids will severely damage device and equipment and may result in large repair costs.
- 14. Maintain a 100% working device at all times. If a Device is not working properly, refer to Section IV, Damage or Loss of Technology, below.
- 15. Bring a device to class each day, fully charged. It is imperative that students bring their fully charged device to school each day for their learning. Teachers will be designing lessons based on students having access to their device. When a device is not being used in class, it is to be closed/covered (as determined by the teacher).
 - a. Students should establish a routine at home for the charging of their device.
 - b. Students shall only use the charging unit provided by SSSD.
 - c. It is the student’s responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will be charged for the replacement of lost or damaged power adapters. It is recommended that students not use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
 - d. Keep a device in its carrying bag/case at all times when it is not being used. Students shall not store anything (e.g., cords, papers or 5 disks) in the area within the case designed for the device other than the device itself as this may damage the screen.
- 16. Read and follow any maintenance alerts from SSSD.
- 17. Shutdown a device when it won't be used for an extended duration. Simply putting a device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- 18. Completely close a device lid when moving it from one point to another. Make sure no foreign objects are in-between the screen and keyboard when the lid is closed; otherwise the screen may break or become damaged.

- 19.** Never carry a device by the screen. Be sure to use proper handling techniques and carry a device by holding the entire unit.
- 20.** Avoid extended use of device resting directly on his/her lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or items made specifically for this purpose, when working on a device. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- 21.** Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Students should take frequent breaks as well as alter their physical positions (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, it is recommended that students set up a workstation at home with an external keyboard and mouse that allows them to situate the screen at eye level and the keyboard at lap level.
- 22.** Return device to SSSD at the end of the school year for updates and re-imaging of the device. Students and their parent/guardian are strongly encouraged to review the user information for device to understand more about their issued device, its capabilities, and required care.

g. LIABILITY WAIVER

No warranties, expressed or implied, are made by SSSD for the device, equipment or network resources provided. SSSD is not responsible for damage or harm to persons, files, data, hardware; delays; or service interruptions. While SSSD employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Individual users are solely responsible for making backup copies of their data. SSSD is not responsible for the accuracy of information that users access on the internet and is not responsible for any unauthorized charges students or staff may incur as a result of their use of SSSD's device, equipment or network resources. Any risk and/or damage resulting from information obtained from and/or with SSSD's device, equipment, or network resources is assumed by and is the responsibility of the user. SSSD will not be responsible financially or otherwise, for unauthorized transactions conducted with SSSD's device, equipment or network resources. At school, students will have access to the internet through SSSD's network resources. SSSD will not provide students with internet access outside of school. Students who are allowed to take a device home can access the internet on their device if they have the internet available to them in their home or other location(s). As with any other internet-enabled device, SSSD recommends that parents/guardians monitor their student's time and activities on the Internet when their student is not at school. SSSD is not responsible for providing a content filter for internet access on a student's device outside of school. Parents are encouraged to contact their internet service providers for information on setting up content filters at home.

III. USE AND CONDUCT

a. MONITORING OF DEVICE

In compliance with the Children’s Internet Protection Act (CIPA), SSSD will continue to do everything practicable to keep students safe when using SSSD’s Device and Network resources. This includes filtering content through SSSD’s Network resources and Device when students are at school. It is possible that restricted content may not always be stopped by filtering technology. SSSD does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of SSSD. SSSD expects students to use technology appropriately and follow all policies when using the internet, and believes that parent/guardian supervision of technology use outside of school is critical to ensure student safety and compliance with District policies as well as state and federal laws. Students found in violation of SSSD policies may be subject to disciplinary actions. If prohibited or inappropriate web pages or content are accessed by accident, students should immediately leave the site and report the incident to an adult. There is no reasonable expectation of privacy while using SSSD Device or Network resources. Device and Network resources are the property of SSSD, and SSSD has the right to determine what is appropriate and when and how to search Device and Network resources.

b. EDUCATION OF STUDENTS ON SAFE AND APPROPRIATE USE

Students will receive instruction on the safe, ethical, and appropriate use of technology. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others. Topics covered in technology learning sessions will include information on cyberbullying and cyber-harassment, digital footprint, inappropriate websites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

c. PROHIBITED USE

The following is a list of rules and guidelines that govern students’ use of SSSD Device and Network resources. Students must follow these rules and guidelines at all times. Students shall:

- 1.** Not do anything illegal or anything that adversely affects SSSD's legal interests, the educational needs of its students or the efficiency of SSSD operations. All illegal and disruptive activity is prohibited, and SSSD will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities.
- 2.** Not post personal contact information about themselves or other people: first and last names; home, school or work addresses; telephone numbers; etc. School contact information may be allowed as part of approved projects.
- 3.** Not agree to meet with someone they have met online without the approval of a parent/guardian.
- 4.** Promptly disclose to a teacher, administrator or school employee any message they receive that is inappropriate, offensive, or makes them feel uncomfortable.
- 5.** Not attempt to gain or gain unauthorized access to SSSD's Network resources or any other computer system through SSSD's Network resources, or go beyond their authorized access. This includes, but is not limited to, attempting to login through another account or accessing or attempting to access another person's files without authorization.
- 6.** Not deliberately attempt to disrupt SSSD's system performance or destroy data by spreading computer viruses or by any other means.
- 7.** Not use SSSD's system to send, receive, view, or download any illegal materials or engage in other illegal acts (e.g., arrange for the sale/purchase of drugs, engage in criminal gang activity, cyber bully, or threaten the safety of another individual).
- 8.** Be responsible for the use of their individual account and should take all precautions to prevent others from being able to use their account.
- 9.** Take appropriate precautions to prevent viruses from entering SSSD's Network resources.
- 10.** Conduct themselves in a manner that is appropriate and proper as representatives of SSSD. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- 11.** Not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- 12.** Not post information that, if acted upon, could cause damage or a danger of disruption.
- 13.** Not harass or cyber bully other individuals. Harassment in this context is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, they must stop. Continued online harassment and/or cyberbullying is punishable under Code of Student Conduct or other Board policies.
- 14.** Not post personal information about another person on SSSD Network resources.
- 15.** Not engage in "spamming," which includes sending annoying or unnecessary messages to a large number of people.
- 16.** Check their e-mail frequently and delete unwanted messages promptly.
- 17.** Use SSSD's system only for educational activities during school hours.

- 18.** Not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students will use proper bibliography formats.
- 19.** Respect copyright laws. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students should request permission from the copyright owner.
- 20.** Not use SSSD's Network resources to access or share material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people. A special exception may be made for hate literature only if the purpose of such access is to conduct research and access is approved both by the teacher and the student's parent/guardian.
- 21.** Not illegally download, stream or listen to Internet-based music, or videos
- 22.** Not conduct any commercial business, unless such commercial business is authorized by a teacher or SSSD administrator.
- 23.** Not conduct any activity that violates SSSD rules, Board Policies, as well as state or federal laws.
- 24.** Not install any non-approved apps/software onto the Device.
- 25.** Not copy SSSD school software (copying school owned software programs is considered theft).
- 26.** Not videotape staff or students without their consent or knowledge.
- 27.** Not use earbuds/headphones in class or during study times unless such use is first approved by a teacher.
- 28.** Only print materials from or with SSSD Network resources that are related to and required for school work.
- 29.** Not allow anyone else to use their specifically issued Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student's use or classwork; personal or business use of the Device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's responsibility.
- 30.** Will not intentionally bypass the school district's web filter by way of; Proxy bypass websites, browser add-on, use of personal networks during the school day.

d. DISCIPLINE

Any student who violates the rules and expectations relative to this handbook and/or Board Policy will be subject to disciplinary action, per administration's discretion up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then an SSSD administrator or designee will decide appropriate consequences in accordance with Board policies and the law. SSSD will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through or with SSSD's device or network resources. Any student violations may also result in the student's access to SSSD technology being limited or revoked, or students having their hard

drives restored to original settings. The first time a device or equipment is confiscated, the student will receive a warning before getting the device or equipment back. If a device or equipment is confiscated two or more times, the student may be required to get a parent/legal guardian signature acknowledging financial responsibility before getting the device back, along with any other appropriate consequences. Use of SSSD device and network resources is a privilege, not a right. SSSD administration will have the ability to restrict a student's internet access due to behavioral issues and/or academic performance.

e. WAIVER OF USE

Parents/guardians have the right to waive their student's 24/7 access to a device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. A student, whose parent/guardian has waived his/her 24/7 access to a device, will still have access to a Device while at school, but will not be allowed to remove a device from school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to a device can be made at any time during the school year.

IV. DAMAGE OR LOSS OF TECHNOLOGY

a. DAMAGE TO TECHNOLOGY

If a Device or Equipment is damaged, SSSD administration or the SSSD Technology Department must be notified immediately. SSSD reserves the right to charge a student and/or parent/guardian the full cost for repair or replacement of a Device or Equipment 11 when damage occurs due to negligence or misuse. Examples of negligence or misuse include, but are not limited to:

- 1.** Leaving device or equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school or at home.
- 2.** Lending device or equipment to others.
- 3.** Using device or equipment in an unsafe environment.
- 4.** Using device or equipment in an unsafe manner.
- 5.** Caring for and/or using device or equipment in a manner that is prohibited in this handbook or Board policies.
- 6.** Placing stickers on device or case.

All SSSD device and equipment repairs and replacements must be done through the SSSD Technology Department. If a device or equipment is damaged/lost, the student is responsible for same-model replacement.

In the event that damage to a device or equipment is not covered by a warranty or insurance and such damage occurred while the Device or Equipment was within a student's control, the student and his/her parent/guardian will be billed according to the actual cost of the repair or replacement as determined by SSSD's Technology Department. SSSD

administration has the authority to waive the charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

b. LOSS OR THEFT OF TECHNOLOGY

Device or equipment that are lost or stolen need to be reported to SSSD's main office immediately. If a device or equipment is lost or stolen while not at a SSSD sponsored event, the parent/guardian shall file a police report and notify SSSD's main office as soon as possible. Lost or stolen device and equipment will be assessed the full replacement value. Students will be financially responsible for such loss or theft and may lose his/her right to take future device and/or equipment home. Families may purchase device insurance through SSSD's provider. The policy covers a one-year period and has a zero deductible. For further information, including costs, parents/guardians should contact the main office of his/her student's respective building. If a student leaves SSSD for an extended period, whether for a semester break or permanently, and does not turn his/her device and equipment, SSSD will make a reasonable effort to obtain the device and Equipment. If those efforts are unsuccessful, SSSD will proceed as if the device and equipment were stolen and will notify the appropriate legal authorities.

V. WEB/SOCIAL MEDIA PUBLICATION

a. PUBLICATION OF STUDENT WORK AND INFORMATION

Access to network resources has dramatically expanded the teaching and learning opportunities for students and staff of SSSD. Primary source material, connections with experts, historical and scientific databases, graphics, images, and software are available instantaneously from places around the globe. Through its network resources, SSSD has also become a valuable source of information for others as it publishes school curriculum and instruction, school-authorized activities, and other information relating to SSSD and its mission on the World Wide Web via SSSD web pages (www.sssd.com) and on SSSD sponsored Social Media pages. Publishing privileges are provided to students and staff through SSSD administrators or designee. Creators of web pages need to familiarize themselves with and adhere to the following guidelines and responsibilities. Failure to comply with the following guidelines may result in the loss of authoring privileges or other more stringent disciplinary measures.

- 1.** SSSD web pages and sponsored social media pages shall be developed and controlled under the supervision of staff designated by the SSSD administrators or designee.
- 2.** SSSD web pages shall not contain information that is inappropriate, obscene, racist, sexist, or contains obscenities or inflammatory/abusive language. All SSSD web pages shall meet state and federal laws regarding student accessibility. SSSD web pages shall not be linked to sites that do not meet the same criteria.

3. SSSD web pages shall adhere to the following rules with regard to student information:
 - a. Documents shall include only the first name of the student.
 - b. Documents shall not include a student's home phone number or the address or the names of other family members or friends.
 - c. Published e-mail addresses shall be restricted to those of staff members.
 - d. Decisions on publishing student pictures (digitized or video) and audio clips are based on the supervising teacher's judgment and 13 implied consent of the student or his/her parent or guardian (see SSSD "Web Publication Opt Out Form").
 - e. Documents shall adhere to copyright laws
4. SSSD web pages shall be maintained and updated on a regular basis.
5. SSSD web pages are not to be used for personal purposes and may not contain links to personal web pages that promote a political cause or for-profit enterprise, or are not specifically related to education. All web pages on the SSSD's server(s) shall become the property of SSSD. A signed form shall be on file before the web page is added to the server. Concerns about the content of any page(s) created by staff or students should be directed to an SSSD administrator or the SSSD Technology Coordinator.

b. WEB PUBLICATION OPT OUT FORM

For the purpose of sharing with the community the exemplary work and activities of SSSD students, SSSD may publish work recommended by staff and/or photographs of student work on its web page so long as permission of the student and parent are first obtained. Student work and photographs of student work featured on the SSSD web page reflect some of SSSD's best and serve as an educational resource for others. All published work and/or photograph of work must conform to SSSD Board policies and established school guidelines. As per SSSD Board policies, directory data includes student names, a student's field of study, participation in District activities, photographs, degrees and awards received, and the name of the school in which a student is currently attending. Any parent, guardian, or eligible student (18 years of age or older) may request that their student's directory data not be published on SSSD web pages. This can be communicated by completing SSSD's "Web Publication Opt Out Form", provided that such notification is given to SSSD within thirty (30) days of receiving this Handbook and/or in compliance with Board Policy JRA. This notification will serve for the upcoming school year only – any previous notices on file with the school district are void at the completion of each school year. The "Web Publication Opt Out Form" is attached hereto as Attachment B.

ATTACHMENT A

ACKNOWLEDGMENT FORM

I, _____ acknowledge that the Shanksville-Stonycreek School District's 1:1 and Technology Acceptable Use Handbook has been provided to me, that I have read it, and that I understand and agree to comply with the rules and procedures set forth within it.

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____