Grades PK-6 Responsible Use Guidelines

Respectful	
	I will be kind and respectful online.
	I will take care of devices.
	I will only take or share pictures or videos to the internet of other students if required for class projects.
	I will contribute to a positive online school community.
	I understand that our devices are for learning.

Responsible	
	I will keep my passwords safe and only share them with appropriate adults.
	I will only use apps and websites that my teachers approve of. I understand GoGuardian is on for my safety and to help us stay on task.
	I will report to a teacher or staff member when I see unexpected or inappropriate content or behavior.

Honest	
	I will submit work that I have created myself and give proper credit to sources.
	I will only access my accounts.
	I will share work with other students when approved by the teacher.

School-Issued Devices

Daily Expectations

The expectation is that you will bring your Pembroke Chromebook or iPad to school daily, and that you treat it with care. Your device is to be fully charged before school and kept secure throughout the day. Follow rules and expectations set by your classroom teachers and expectations of the Pembroke Public Schools Code of Conduct.

Device Care

Treat your Chromebook carefully when the device is inside your backpack. Place your device in a backpack that is free of food, liquids, and heavy or sharp objects that may damage the device. Do not eat or drink around the device because a spill could cause permanent damage. Report any damage or breaks immediately to your teacher. You only get one charger, so please keep track of it.

Damage

Please bring your damaged Pembroke assigned Chromebook to your school as soon as you realize it is broken. Please note that devices must be sent to Pembroke Public Schools for repairs. Taking Pembroke devices to any other provider will void our warranty with the device. Some damages are covered by Pembroke technicians and others require us to send the device out for repair. Warranties don't cover spills in or on the unit, drops, falls, screen breaks, and electrical surges that occur in the course of the normal intended use of the product. Warranties do not cover cosmetic damage and/or other damage that doesn't affect the device's functionality or intentional damage.

Damage and Repair Costs

If your child's device is broken beyond the total cost, there will be a replacement fee for the damage depending on device. We have flexible payment options available.

Broken Chromebook Screen: $50.00
Broken iPad Screen: $125.00
Chromebook outer shell: $50.00
iPad outer shell: $100.00
Chromebook Keyboard repair: $40.00
Lost charger: $30.00
Defacing the Chromebook or iPad with stickers or other markings: $100.00
Chromebook full device replacement: $300.00
iPad full device replacement: $330.00

Lost or Stolen Devices

We have options to lock down the device if the device is lost or stolen with directions on where to return the device. If your device is missing, please let the technology department know ASAP so this process can be started.

Grades 7-12 Responsible Use Guidelines

Internet Responsible Use Policy

Pembroke Public Schools (PPS) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by PPS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

STUDENT RESPONSIBLE USE

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT**
   I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. **I AM RESPONSIBLE FOR MY LANGUAGE**
   I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators
3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE**
   I will use email and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. **I AM RESPONSIBLE FOR MY USE OF THE PPS NETWORK**
   I will use PPS computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any PPS computer resources unless authorized by a school administrator/teacher as part of a school assignment. I understand the use of the PPS network for illegal or commercial activities is prohibited. I also understand that school issued devices and accounts are monitored by a filtering program on and off site.
5. **I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES**
   I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
6. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE**
   I understand that impersonating, spoofing, or pretending to be someone else is

forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE PPS NETWORK**
   I will not attempt to bypass security settings or Internet filters, use proxies, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
8. **I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY**
   I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).
9. **I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE**
   I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.
10. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE**
    I will follow all guidelines set forth by the PPS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

As a Pembroke Public Schools student, it's important to remember that the use of the school network and e-mail is a privilege, not a right. The school network and e-mail accounts are owned by the PPS and are not private, and because of that, PPS has the right to access your information at any time. Administrators will decide what conduct is inappropriate use if such conduct is not specified in this agreement. It's important to notify an adult immediately if a student encounters material that violates appropriate use. PPS technology resources should be used productively and responsibly for school-related purposes and not in such a way that would disrupt the activities of other users. The consequences of student actions could include possible loss of technology privileges and/or school disciplinary action as stated in the Code of Conduct and/or prosecution under state and federal law.

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Damage and Repair Costs

If your child's device is broken beyond the total cost, there will be a replacement fee for the damage depending on device. We have flexible payment options available.

Screen: $50.00
Case: $50.00 - $100.00
Keyboard repair: $40.00
Lost charger: $30.00
Defacing the Chromebook with stickers or other markings: $100.00
Full device replacement: $300.00

Lost or Stolen Devices

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