KEENEYVILLE SCHOOL DISTRICT 20

Student/Parent Technology Agreement & Acceptable Use of District's Electronic Networks

2023-2024 School Year
Kindergarten – 8th Grade

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Use of Technology

All students in kindergarten through 8th grade will have access to Google Chromebooks for educational use in school. All students will take their devices 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, and care of the Chromebook.

Additionally, the last page of this Handbook is a required STUDENT/PARENT TECHNOLOGY AGREEMENT AND ACCEPTABLE USE OF DISTRICT'S ELECTRONIC NETWORKS SIGNATURE FORM (page 11). This form must be signed prior to distribution of a Chromebook to your student.

Students and their parents/guardians are reminded that the use of district technology is a privilege and not a right. District authorities may monitor everything done on any district-owned computer, network, or electronic communication device. Inappropriate use of district technology can result in disciplinary consequences, limited use, or legal action as stated in Student Code of Conduct.

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. Keeneyville District 20 can monitor, view and report on internet activity on the device.

Returning Your Chromebook

End of Year

At the end of the school year, students must turn in their Chromebook and power cord. Failure to turn in the Chromebook and power cord will result in the student being charged for the full replacement cost of the Chromebook and power cord. The district may also file a report of stolen property with the local law enforcement agency. ***Failure to return the Chromebook and power cord with the serial and asset tags will result in a charge of $15.00 up to full replacement value.***

Transferring/Withdrawing Students

Students that transfer out of or withdraw from the district must turn in their Chromebook and power cord to their school's main office on their last day of attendance. Failure to turn in the Chromebook and power cord will result in the student being charged the full replacement cost of the Chromebook and power cord. The district may also file a report of stolen property with the local law enforcement agency.

Responsibility for Electronic Data

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. There are 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. The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

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 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. Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

Student Data Privacy

District 20 partners with a variety of education technology companies ("ed tech vendors") to provide services in support of your child's education such as digital curriculum, educational resources, and analytical tools. District 20 is committed to protecting the information security and privacy of our students.

District 20 is required by the **Student Online Personal Protection Act (SOPPA)** to enter into a written agreement with any ed tech vendor that operates a website, online service, online application, or mobile application that is designed, marketed, and used primarily for kindergarten through 12th grade purposes. The agreement defines how the vendor may and may not use student data, identifies what data is collected by the vendor, and describes the processes that should take place in the event of a data breach. District 20 will not partner with vendors who are non-compliant with applicable laws and guidelines.

Current data privacy agreements and data elements shared between District 20 and compliant, approved ed tech vendors can be viewed on the district website. Parents will be notified within thirty (30) days of a data breach affecting more than 10% of the students.

Not all approved online resources will be used by all students at all grade levels, and directory information is only shared with an approved vendor when utilized by the student or classroom. The district will only provide the minimum amount of data required to maintain service functionally for each vendor. District 20 will not sell, rent, lease, or trade student data or share student data with external entities without a signed agreement.

SOPPA defines the rights parents and guardians have regarding their student's data, which can be viewed on the district website at https://www.esd20.org/district/technology/student-data-and-privacy/parent-rights.

Chromebook Information

Inventory

The school will maintain an inventory of all Chromebooks. This inventory will include the Chromebook serial number, asset tag code, student name, and student ID number assigned to the device. Asset tags may not be tampered with in any way. Student may receive disciplinary action for tampering with a tag.

Each student will be assigned the same Chromebook for the life cycle of the device. New devices will only be issued in accordance with the device renewal cycle established by Keeneyville District 20.

Chromebook Use Student Expectations

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.

There is absolutely no expectation of privacy when using the district's network, equipment, e-mail system, or the internet. All communications and documents stored on, or sent from the district's network, may be monitored by the district.

The district employs a safety management solution that uses a combination of artificial intelligence and trained safety experts to provide real-time analysist and review of students' use of online tools. It constantly scans accounts for harmful content and alerts school officials when students show signs of self-harm, depression, thoughts of suicide, substance abuse, cyberbullying, credible threats of violence against others, or other harmful situations.

Social Networking Websites

- School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity in the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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 per administration's discretion.

Background 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 per administration's discretion.

Logging into a Chromebook

- Students in Grades 2-8 will log into their Chromebooks using their school issued Google Apps for Education account. K-1 Students will use a "Clever" badge to log into their Chromebooks
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work

- 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.
- 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.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi 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.
- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels other than those placed by the district. Students may be charged for these types of damages.
- Heavy objects should never be placed on top of Chromebooks.

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.

Storing During Extracurricular Activities

Students are responsible for securely storing their Chromebook during extracurricular events.

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 of District's Electronic Networks Policy 6:235.

Technology Fee and Repairs

Each student must pay an annual $50 Technology Fee. This fee covers one repair per year: a repair is considered one thing broken on a device. For example, Lisa turns in her device to be fixed. However, Lisa's device has a cracked screen, a missing "D" key on the keyboard, and a broken camera. Although she has only turned the device in once for repair, this is considered 3 separate repairs. The most expensive repair is covered by the technology fee and the others are charged to the student. ***Repairs can cost anywhere between $50 to full replacement costs.***

Loaner Chromebooks may be issued to students when they leave their 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. ***A student will only be issued one loaner device.***

If a device cannot be repaired, the cost of a replacement will be charged to the student. Also, if repairing the device is more expensive the replacing it, the student will be charged full placement cost. ***The cost of the Chromebook can be anywhere between $400-$500.***

Lost Chromebook

Students are responsible for lost Chromebooks. A lost Chromebook is not covered by the technology fee and is subject to full replacement costs.

A lost power cord is also not covered by the technology fee and is subject to full replacement cost.

KEENEYVILLE DISTRICT 20 ACCEPTABLE USE OF DISTRICT'S ELECTRONIC NETWORKS

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. Gaining unauthorized access to resources or entities;

    F. Invading the privacy of individuals;

    G. Using another user's account or password;

    H. Posting material authored or created by another without his/her consent;

    I. Posting anonymous messages;

    J. Using the network for commercial or private advertising;

    K. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

    L. Using the network while access privileges are suspended or revoked;

M. Publishing or otherwise disseminating another person's identity, personal information, account, or password;

N. Using the network for unauthorized product advertisement or political activity;

O. Promoting or encouraging the use of illegal or controlled substances;

P. Forgery or alteration of e-mail;

Q. Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.

4. **Network Etiquette** – The user is 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 express 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 the 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. **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.

10. Each user must sign the ***Agreement for Network/ Internet Access*** as a condition for accessing networked resources and using a live internet connection.

11. 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 (AUP)

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

Procedures for Consequences

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

STUDENT/PARENT TECHNOLOGY AGREEMENT & ACCEPTABLE USE OF DISTRICT'S ELECTRONIC NETWORKS SIGNATURE FORM

Student Information (please print)

Last Name _____ **First Name** _____

Parent Information (please print)

Last Name _____ **First Name** _____

Technology Acceptable Use of District's Electronic Network Policy 6:235.

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 of District's Electronic Networks Policy 6:235.

Student Signature _____ **Date** _____

PARENT/GUARDIAN AGREEMENT

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

Parent Signature _____ **Date** _____

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

- ❑ Chromebook with the value of $450.
- ❑ Chromebook charging cord with the value of $50. I agree to replace this cord if it is lost or damaged.
- ❑ Chromebook case with the value of $30. I agree to replace this case if it is lost or damaged. (Elementary only)

Parent Signature _____ **Date** _____