



ACCESS TO DIGITAL RESOURCES POLICY

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent of Schools, in conjunction with the Chief Information Officer, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus an administrative review of electronic files and communications. In addition, guidelines shall prohibit the utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online.
- Unauthorized disclosure use and dissemination of personal information regarding minors.

The School District shall provide a reasonable public notice to address and communicate its internet safety measures.

Empowered Digital Use

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Chief Information Officer with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes. Employees shall not try to bypass any FRPS device security software or devices.

Community Use

On the recommendation of the Superintendent of Schools in conjunction with the Chief Information Officer, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to and must accept the district's Access to Digital Resources Policy before accessing the district network. If connecting to an FRPS guest network, a captive portal will be used.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care in accordance with the following fee schedule. If an individual can not pay for the intended repair or vandalism, the school based administrator will discuss a payment plan or community service to work off the total cost of repair.

Screen Repair	\$75.00
Case Replacement	\$50.00
Chromebook Frame	\$30.00
Hinge Repair	\$35.00
Chromebook Base	\$25.00
Keyboard Repair	\$40.00
Chromebook Ports	\$20.00
Charging Cable	\$35.00
Chromebook Replacement	\$275.00

EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Chief Information Officer or designee shall implement, monitor, and evaluate the district’s system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school-owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Chief Information Officer or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities ONLY.
- An individual’s personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgment to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

CHROMEBOOK POLICY AND PROCEDURES:

FRPS teachers and administrators believe that excellence in education requires a seamless integration of technology into the curriculum and instruction and that Chromebooks constitute an innovative and powerful tool to increase students' access to technology and prepare them for college and the 21st century workplace.

Chromebook Goals: a) to support the implementation of the local curriculum and common core learning standards, b) to enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking, and c) to promote life-long learning.

Acceptable Usage:

In the interest of consistency and proper management of Chromebooks, students using Chromebooks and other authorized digital learning devices at FRPS must accept the Chromebook Usage Policy. The use of FRPS technology resources is a privilege, not a right. The privilege of using the technology resources provided by FRPS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in FRPS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions outlined in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The FRPS Student Code of Conduct shall be applied to student infractions. Teachers have the prerogative of setting additional requirements for Chromebook and other digital device usage in their classrooms. All students and staff must read and sign the Fall River Public Schools Acceptable Use Policy pertaining to their membership.

Note: Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities:

1. Talk to your child about values and the standards that your child should follow on the use of the internet, just as you do on other social media information sources (e.g., television, telephones, movies, and radio).
2. You may opt out of having a Chromebook. However, keep in mind that this action may prevent your child from benefiting from learning opportunities that the Chromebook offers. Should you opt out, your child will still be responsible for completing his/her Chromebook assignment, which could take him/her longer.

School Responsibilities:

1. Provide internet and email access to your child while on school grounds.
2. Filter or block inappropriate or harmful materials transmitted via the internet.
3. Provide network data storage areas. FRPS reserves the rights to review, monitor, and restrict information stored on or transmitted via FRPS-owned equipment and to investigate inappropriate use of resources.
4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students are Responsible for:

1. Using computers/devices in a responsible and ethical manner.

2. Obeying general school rules concerning behavior and communication that apply to Chromebook/related digital learning devices.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student’s own negligence, errors, or omissions.
4. Contacting school administrators about any security problems they may encounter.
5. Turning off and securing their Chromebook after finishing with their work to protect their work and information.
6. If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the Office.
7. Returning their Chromebooks to the Learning Commons at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at FRPS for any other reason must return their individual school Chromebook computer on the date of withdraw.

Note: Unreturned Chromebooks will be treated as unreturned books and related instructional materials to school, which means that students will be put on social probation. Students on social probation will be precluded from participating in school functions, activities, social events, including graduation. Grades, transcripts, diplomas or any other records will be withheld until the Chromebook is returned to school. Probation is determined by the school based Administrator.

Student Activities Strictly Prohibited:

1. Illegal installation or transmission of copyrighted materials.
2. Taking any action that violates existing school policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Using chat rooms, sites selling term papers, book reports, and other forms of student work.
5. Using messaging services, for example: MSN Messenger, ICQ, and playing internet/computer games
6. Using outside data disks or external attachments without prior approval from the administration.
7. Using services such as AI or Chat GPT to write papers or complete assignments.
8. Changing Chromebook settings (exceptions include personal settings, such as font size, brightness, etc.)
9. Spamming-Sending mass or inappropriate emails.
10. Gaining access to other students’ accounts, files, and/or data.
11. Using the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
12. Using anonymous and/or false communications, such as MSN Messenger, Yahoo Messenger.
13. Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
14. Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.
15. Vandalizing (any malicious attempt to harm or destroy hardware, software, or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment.
16. Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
17. Bypassing the FRPS Web filter through a Web proxy.

Chromebook Care:

Students are responsible for maintaining their individual Chromebooks and keeping them in good working order.

1. Chromebook batteries must be charged and ready for school each day.
2. Only labels or stickers approved by FRPS may be applied to the Chromebooks
3. Students will use mandatory school provided cases (cases are installed on chromebooks) or face progressive discipline measures.
4. Chromebooks that malfunction or are damaged must be reported to the Learning Commons. The school district will be responsible for repairing malfunctioning Chromebooks.
5. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.
6. Chromebooks that are stolen must be reported immediately to the Office and the Police Department.

Legal Propriety:

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is a violation of the FRPS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to penalties in the FRPS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Parents' Guide to General Student Internet Use

Fall River Public Schools, recognizes that with new technologies come new challenges to both educators and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

EMPHASIZE THE CONCEPT THAT "CYBERSPACE" IS NOT "PRIVATE SPACE"

Parents/Guardians should talk to their children about what they are doing in Cyberspace. Talk openly and honestly about online and cell phone activity. Make sure that your children fully understand that messages or pictures they send over the Internet or their cell phones are not private or anonymous. Also make sure they know that others might forward their pictures or messages to people they do not know. It is essential that students grasp the potential short-term and long-term consequences of their actions on the Internet and while using their cell phone or other electronic devices.

KNOW WITH WHOM YOUR CHILD IS COMMUNICATING ELECTRONICALLY

- **ENCOURAGE** your child to use and store the Chromebook in an open area. *The kitchen or family room is a great area for your child to work on and store the Chromebook. Open areas will help you monitor what your child is doing online.*
- **LEARN** who your children are spending time with online and on the phone. *Supervising and monitoring your child's whereabouts in cyberspace is now part of conscientious parenting today.*
- **LIMIT** electronic communication. *You can limit the time your children spend online and on the phone. Do not permit access to phones and computers at inappropriate times such as after bedtime.*
- **MONITOR** your child's public online profiles. *Be aware of what your child is posting publicly on the Internet. Go where your child goes online!*

Chromebook Handbook Parent/Guardian Acknowledgement Form

My student will:

1. Take good care of the Chromebook.
2. Never leave the Chromebook unattended.
3. Never loan out my Chromebook to other individuals.
4. Know where the Chromebook is at all times.
5. Charge the Chromebook's battery daily.
6. Keep food and beverages away from the Chromebook.
7. Not disassemble any part of the Chromebook or attempt any repairs.
8. Protect the Chromebook by only carrying it while in a case.
9. Not place decorations (stickers, drawings, marks, etc.) on the Chromebook or case.
10. Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Fall River Public Schools.
11. Follow the policies outlined in the Chromebook Handbook and the Acceptable Use Policy.
12. File a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.
13. Be responsible for all damage or loss caused intentionally or by neglect or abuse.
14. I agree to return the District Chromebook and accessories in good working condition.

Individual school Chromebooks and accessories must be returned to administration or homeroom teachers at the end of the year. Chromebooks must be returned immediately when a student transfers out of the Fall River Public Schools, is expelled, or terminates enrollment for any reason (Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified).

I agree to the stipulations set forth in the above documents including the Chromebook Procedures Handbook and Information: the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

My signature below represents my commitment to the terms and conditions listed in these policies and guidelines.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Chromebook Student Pledge

I will:

1. Take good care of the Chromebook.
2. Never leave the Chromebook unattended.
3. Never loan out my Chromebook to other individuals.
4. Know where the Chromebook is at all times.
5. Charge the Chromebook's battery daily.
6. Keep food and beverages away from the Chromebook.
7. Not disassemble any part of the Chromebook or attempt any repairs.
8. protect the Chromebook by only carrying it while in a case.
9. Not place decorations (stickers, drawings, marks, etc.) on the Chromebook or case.
10. Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Fall River Public Schools.
11. Follow the policies outlined in the Digital Resource Policy and the Acceptable Use Policy v 2023.
12. File a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.
13. Be responsible for all damage or loss caused intentionally or by neglect or abuse.
14. I agree to return the District Chromebook and accessories in good working condition.

Individual school Chromebooks and accessories must be returned to administration or homeroom teachers at the end of the year. Chromebooks must be returned immediately when a student transfers out of Fall River Public Schools, is expelled, or terminates enrollment for any reason (Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified).

I agree to the stipulations set forth in the above documents including the Chromebook Procedures Handbook and Information: the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

My signature below represents my commitment to the terms and conditions listed in these policies and guidelines.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

CHROMEBOOK FAQs

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Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who work on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who work on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

A. FRPS will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit.

Q. What are the replacement costs of the Chromebook and accessories?

Screen Repair	\$50.00
Case Replacement	\$35.00
Chromebook Frame	\$30.00
Hinge Repair	\$35.00
Chromebook Base	\$25.00
Keyboard Repair	\$35.00
Chromebook Ports	\$20.00
Charging Cable	\$30.00
Chromebook Replacement	\$250.00

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web.

B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband, they will need to be connected to wi-fi. Fall River Public Schools Middle School locations under the VILS program will have 3G access.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.