

Chromebook Checkout and Acceptable Use Policy

The policies contained in this agreement are intended to enable and support students and teachers in responsibly using technology to enhance student engagement and success.

For you, the student, your Chromebook is intended to be one of your primary learning tools. Much of the content of your class material is presented on it, and much of the work you do will be completed with it. It is not intended to be used for entertainment purposes.

Your failure to exercise appropriate behavior in its use will result in losing access to this technology which may have a serious impact on your grade.

The Classroom Technology Use programs' overall objective is to help develop and transform students from information consumers to informed citizens who are creative producers and owners of knowledge.

Device Purpose

This device is the property of the Goldendale School District. Its function is to provide each student access to the required educational materials needed to be successful. The Chromebook allows students access to *Google Apps for Education*, educational web-based tools, as well as many other useful sites. Its intended use is for learning, not gaming, social networking, or **any** other use not specifically assigned by the instructor.

The policies, procedures, and information within this document apply to all Chromebooks used at Goldendale School District by students, staff, or guests, and may include any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classrooms.

Receiving Your Chromebook:

Parents and Students must sign and return this Chromebook Policy Agreement and Student Pledge document before a Chromebook can be issued to their child. This document will need to be signed during student registration.

Training:

Students will be trained on how to use their Chromebook by their homeroom teacher. Training documents and videos may also be available online for student reference if needed.

Return:

Student Chromebooks and accessories (charger and/or hotspot) will be collected at the end of each school year for maintenance over summer vacation or at the sole discretion of a teacher or GSD Administrative staff should it be determined that the Chromebook is being treated in a careless or destructive fashion, or that its' use is falling outside the guidelines of this policy.

Any student who transfers out of GSD is required to return their Chromebook and accessories. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the outstanding account may be referred to collections for resolution

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school's main office, or Technology Support Services, located in the Primary School. If a replacement Chromebook is needed, one will be issued to the student and the damaged Chromebook will be repaired if possible. A determination of the cause of the damage, as well as any fees for replacement parts will be charged to the student's account and must be settled at the end of the school year.

General Use Rules:

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted **carefully** into the Chromebooks ports.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods. Extreme heat or cold may cause damage to the Chromebook.
- Always let your Chromebook warm up to room temperature before turning it on.

Carrying your Chromebook:

The protective shell of a Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying Chromebooks in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

A Chromebook's screen can be damaged if treated carelessly. The screens are particularly sensitive to damage from excessive pressure on the screen. (Pressing on it or dropping it.)

- Never lean on top of your Chromebook, or place anything on or near a Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or microfiber cloth. If you have to clean fingerprints or something else off, open the screen flat on a table or desk, lightly spray window cleaner onto a soft cloth then carefully wipe down the screen. **Never directly spray cleaner or water onto a Chromebook for any reason.**

Using Your Chromebook

- **At School:** Your Chromebook is intended for use at school each and every day. It is used for accessing and completing class assignments, as well as school messages, announcements, calendars, academic handbooks, student handbooks, and schedules. In short, it's a really important tool. Students are responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher, and making sure that it is fully charged and ready for use.
- **At Home:** Students who are required to take their Chromebooks home each night throughout the school year must ensure that their Chromebooks are brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately contact a parent or guardian to bring the Chromebook to school. Repeated violations of this policy will result in possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless otherwise instructed by the teacher. It is recommended that students bring personal headphones or earbuds for any audio projects they may be working on.

Printing:

At School: Printing from your Chromebook will be available on a limited basis at school and subject to classroom requirements. If you need to print something out as part of a class assignment, your teacher will let you know.

At Home: Your Chromebook will not support a physical printer connection.

Managing Your Files and Saving Your Work:

Students need to save documents and schoolwork to their Google Drive. Saving to Google Drive makes the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will automatically save work as it is being completed. It will be the student's responsibility to maintain the integrity of their files and keep proper backups. Students will be trained in proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by teachers or other administration staff members at any time.

Software on Chromebooks:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as

Google Drive, are available for offline use. **The software originally installed on the device must remain on the Chromebook in usable condition and easily accessible at all times.**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are not allowed to install additional software on their Chromebooks other than what has been approved by Goldendale School District.

Inspection:

Students may be selected at random to provide their Chromebooks for inspection. The purpose of this is to check for proper care and maintenance as well as inappropriate material being carried into the school.

Restoring or Resetting the Chrome OS:

Sometimes technical difficulties occur. If this should happen, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be reset to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on Google Drive will be available for access after the operating system is restored. All files not saved to Google Drive such as music, photos, and documents will be lost. **ALWAYS SAVE YOUR WORK TO GOOGLE DRIVE!**

Chromebook Identification:

Chromebooks are labeled by the school using an asset number tag on the bottom of the unit. This asset number is also programmed into the system and is identifiable on the network. **Under no circumstances are students to modify, remove, or destroy identification labels.**

Storing Your Chromebook:

When not in use, Chromebooks should be securely stored in a locker (if available) or a designated spot in a classroom where it will not be lost. Nothing should be placed on top of the Chromebook when it is stored in a locker or other securable cabinet. A Chromebook that goes home with a student each day needs to be fully charged each night in preparation for use the following day at school.

- **Never store or leave your Chromebook in a vehicle.** Vehicles are routinely broken into for much less. (A Chromebook on the seat will likely be too great a temptation for a would-be thief.)

- **Storing Chromebooks at Extra-Curricular Events:** Students are responsible for securely storing their Chromebook during extra-curricular events.
- **Chromebooks Left in Unsupervised / Unsecured Areas:** Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, the library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, or as mentioned above, a car.

Remember, you are responsible for your Chromebook. If it is lost or stolen through carelessness on your part, you or your parents/guardians will have to pay for it.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- A loaner/replacement Chromebook may be issued to a student who leaves their Chromebook for repair either at the Tech Office or at the school's main office. However, if repair is needed due to intentional, careless, or malicious damage, the school may refuse to provide a loaner/replacement.
- Repaired Chromebooks will end up with the original factory image as first received. **Students must keep their school data synced to Google Drive so documents and class projects will not be lost.** Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Please report all Chromebook problems to your teacher, the school's main office, or the Technology Support Services office.
- If a Chromebook becomes defective (at no fault of the student) GSD will replace the Chromebook at no charge. Technology Support Services will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. But keep in mind that parents/students will be charged the full replacement cost of any device that has been damaged due to intentional misuse or abuse.

Inappropriate Use Disciplinary Process:

In the event a student is caught accessing restricted or disallowed (blocked) sites or using his/her Chromebook in a manner that falls outside of the agreed Acceptable Use Policy, disciplinary action will be taken.

Upon first violation – You will receive a warning from your teacher and the office.

Upon the second violation – Your account will be suspended for 24 hours.

Upon the third violation – All Chromebook use privileges will be revoked.

1. The Chromebook and all of its accessories will be collected from the student.
2. All network access privileges will be suspended indefinitely.

Chromebook Device Repair Fines:

Each damage claim will be assessed and charged according to the end-of-year check-in chart.

GSD will NOT cover the replacement costs of lost, stolen, or intentionally damaged Chromebooks or accessories (chargers, hotspots, or any other equipment assigned to the student at the beginning of the year)

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged will be the financial responsibility of the student or the student's parent or guardian.

The replacement cost schedule is included on the end-of-the-year check-in sheet, located on the last page of this document.

Chromebook Technical Support:

The Technology Support Services office will be the first point of contact for the repair of your Chromebook. Services provided by TSS include:

- Student password identification and resets
- User account support
- Distribution of Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration
- Restoring Chromebooks to factory default
- System software updates
- Account termination

Goldendale School District Acceptable Use & Digital Citizenship Policy

Digital Citizenship

1. Current filtering method:

Goldendale School District complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA).

This law specifies that each school:

- "Certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, on computers that are accessed by minors"
- "Adopt and enforce a policy to monitor online activities of minors."
- "Adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

Goldendale Schools employ the following methods to enforce each of these requirements:

- The district uses an internet filter (Securly) to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff.
- Our email system is handled by Google services to help filter out inappropriate content & junk email.
- The Information Technology Director may review student and staff Internet access logs at his/her discretion to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.
- The District has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the District's principals, in cooperation with the information provided by the Technology Support Services staff. These offenses are subject to disciplinary action. For more information about the District's Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

2. Acceptable Use Policy: Technology Code of Conduct (P2022 and P2023)

It is the intent of the Goldendale School District to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technical services requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with the common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

3. General Network Use:

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others.

Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for their behavior on school computer networks just as they are in a classroom or school hallway.

Access is a privilege - not a right. As such, general school rules for behavior and communication apply, and users must comply with District standards and honor the agreements they have signed.

In addition to the clarification of such standards, the District is responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas are like school lockers, network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly, and within the framework of the law.

Users should not expect that files stored on District servers will always be private.

4. Internet / World Wide Web / Email Access:

Access to the Internet, and email for educational purposes, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to safeguard students from harmful, or illegal elements online, Internet access is made available to further educational goals and objectives. GSD employs several layers of filtering to keep students safe from inappropriate online exposure, but students may still find ways to access those materials. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Goldendale School District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

5. Publishing to the World Wide Web:

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website.

In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian.

In general, documents may not include a student's full name, phone number, address or other identifying contact information.

6. Family Educational Rights and Privacy Act- FERPA:

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review the student records of their son or daughter. In addition, students eighteen years and older have access to their own records. Arrangements for such reviews should be made through the school principal.

The federal law, Family Education Rights and Privacy Act of 1974 states that:

I. Parents (or non-dependent students eighteen and older) must give written consent

before the release of "supplemental" or "confidential" information about their student (or themselves).

2. "Standard" or "regular" school records may be forwarded by the school or school district upon request and without parent/student consent.

3. "Directory information" about a student may be released to the public without parent/non-dependent student consent unless that parent gives the school district written notice to the contrary using the FERPA Student Opt-out Form, available from the school secretary.

The record of completion of this form will be indicated in the Student Information Service (Skyward).

"Directory information" includes any one or all of the following: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, photographs or other digital images, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, and most recent educational agency or institution attended.

The Goldendale School District does not provide directory information to private parties for commercial use; however, the district does release directory information, upon request, to State and Federal Government agencies. The primary purpose of directory information is to allow the Goldendale School District to include this type of information in your child's education records in certain school publications. Examples include the annual yearbook, honor roll or other recognition lists, school, classroom, and/or student websites, graduation programs, a playbill showing your student's role in a dramatic production or concert, and sports activity sheets. The district also provides directory information to news media on students to be listed on athletic teams or to be honored for outstanding achievement.

7. Online Safety Awareness:

It is the goal of the Goldendale School District to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the District's handbook includes the Acceptable Use Policy, which all students and parents/guardians are required to read, sign, and return to the school principal.

Online safety requires training/professional development and community support.

The training goal for our faculty, students, and parents is to learn how to be safe and responsible in the use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions and manage internet resources responsibly while online not only helps to keep faculty and students safe from predators but also improves their media literacy.

Online Safety is integrated across the curriculum. The faculty receives resources and training in

order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

Documentation of teacher and student training is collected via an online form submitted by teachers and training presenters, which updates a database of instructional incidents.

Print Student Name: _____

GSD Technology Use Agreement Beginning of the Year – Chromebook Check-out

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information will delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians/Student: (initial all below)

- ____ I have read and discussed the Chromebook Policy Handbook and the Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

- ____ I Understand Chromebook Damage Policy: If damaged all repairs will be charged at the current part rate. Damaged, lost or stolen Chromebooks or Accessories are the responsibility of the student/guardian and must be replaced at full value.

Student or Parent/Guardian:

Signature: _____ Date: _____

Student: (initial below)

- ____ I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature: _____ Date: _____

Grade Level: 6 7 8 9 10 11 12

Chromebook Asset Tag Number: _____

End-of-Year Chromebook Check-in

Name: _____ Grade: _____

Your Chromebook is being checked back into the school at the end of the school year. Chromebooks will be held throughout the summer and returned to you at the beginning of the school year. You may be given the same device as you have used previously.

Completed by Student:

Check that you have the following items to return.

Chromebook: (Asset Tag Number) _____

Chromebook Power Supply: Y _____ N _____

Failure to return all items issued will result in your being charged for each item that is not returned. The fines for each component are as follows:

Completed by technician:

PHYSICAL DAMAGE REPORT: Please note any noticeable breakage, wear, or other problems with the device at check-in. Repairs will be charged at the current actual part cost.

Chromebook \$245.00	Charger \$50.00	Keyboard \$100.00	SD Card (MB)
Screen \$60.00	Motherboard \$125.00	Bottom Cover \$40.00	USB Port (MB)

Describe any needed details:

Checked in by: _____ (initial) Amount Owed: _____ Paid on: _____