

Hillsdale Local Schools Acceptable Use Policy

OVERVIEW

The mission of the one-to-one program in the Hillsdale Local School District is to create a collaborative learning environment for all learners. This environment enables and supports transformative uses of technology while enhancing students' engagement with content. This collaborative learning environment promotes the development of self-directed, responsible, lifelong learners and users.

DEVICE PURPOSE

The Hillsdale Local School District (HLSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. An effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. Students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Therefore, the HLSD will use electronic resources accessed on Chromebooks and other digital devices as powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the HLSD's goal to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other real-life settings use these tools. Use of devices at school and at home enables educators and students to access digital curriculum, communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. It is the policy of the HLSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

Students and families have the privilege of accessing the school network and the Internet. This extraordinary opportunity to explore resources is tied to responsibilities.

When signing the district Acceptable Use Policy (AUP), you are acknowledging that you understand and accept the information in this document.

1. Students and families must follow all guidelines set forth in this document and the AUP(Acceptable Use Policy).
2. Rules and guidelines are in effect before, during, and after school hours, for all HLSD electronic devices whether on or off the school campus.
3. Files stored on the HLSD equipment or network are the property of the district and are subject to regular review and monitoring.

4. HLSD staff reviews and monitors all activity on the network for responsible use. Internet history and e-mail checks may occur by the HLSD staff.
5. The term “equipment” or “technology” refers to Chromebooks, iPads, batteries, power cord/chargers, cases or other digital devices assigned to students. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
6. Students are expected to keep the devices in good condition. Failure to do so may result in fines for repair or replacement.
7. Students are expected to report any device damage as soon as possible. This means no later than the next school day.
8. Students who identify or know about a security problem shall convey the details to their teacher without discussing it with other students.
9. Students shall notify a staff member immediately if they come across any information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
10. All users shall follow existing copyright laws.
11. Students may only log in under their assigned username. Students may not share their password with other students.
12. Students may not loan their device or components to other students or family members for any reason. Students who do so are responsible for any lost components.

HLSD students and families must understand that:

13. Users of the HLSD network and equipment (including the 1:1 Chromebook, laptops and all supplemental tech supplies) must comply at all times with the district AUP.
14. Devices are loaned to students and remain the property of the HLSD.
15. Users are accountable to school, district, local, state, and federal laws.
16. Device and network use must support education.
17. Each Chromebook/laptop is identified electronically and associated to an individual student.
18. All students have access to Google Drive to save documents, provided the student has parental permission.
19. Any failure to comply with the guidelines set forth in this document or the district AUP may result in disciplinary action. HLSD staff may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

20. All devices should remain in the provided case at all times even when not in use; failure to do so will invalidate the accidental insurance protection.
21. HLSD staff reserves the right to repossess district-owned equipment at any time.
22. In addition to the Chromebooks, the AUP remains in effect for all devices that students choose to utilize on HLSD property.
23. Chromebook/laptop serial numbers and student information will be recorded for monitoring purposes.
24. Technical support will not be provided for devices that are not owned by the district.
25. Technical support is only available during school hours.

Parent/Guardian Responsibilities

The HLSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Limitation of Liability

- While HLSD employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- HLSD will not be responsible, financially or otherwise, for unauthorized transactions conducted using the device.

Accept Liability

- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to intentional damage, loss, negligence, misuse and /or violating the AUP.

Monitor Student Use

- The parent/guardian is responsible for monitoring student use outside of school. Parent/Guardian involvement is key for keeping students safe online.

Suggestions

- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.
- Talk to your student about the importance of not sharing passwords.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.

- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request that they show you his/her work often.
- Ask to view your child's Google Drive to check on work progress.
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an internet connection to function. When offline, the Chromebook can access the Google Doc office suite and not much more. Turning off your Home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. *Violations of these rules and guidelines may result in disciplinary action.*

Security Reminders

- Do not share logins or passwords (Exception: students may share passwords with parents or guardians.)
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Do follow internet safety guidelines.
- Do notify a teacher or staff member if you witness inappropriate discussions that could lead to cyberbullying, chain letters, harassment or intimidation.
- All unsecured equipment will be confiscated by staff and disciplinary actions may be taken.

Appropriate Content

All files and activities must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior.

If inappropriate content is encountered during school hours, students are required to immediately notify a teacher or staff member. If inappropriate content is encountered during non-school hours, students are required to immediately notify a parent or guardian who will then notify school authorities during school hours.

External Drives

All HLSD rules and guidelines apply to external drives (thumb drive, flash drive, etc.) plugged into a district-owned device. Saving files to Google Drive is the preferred method of data storage.

Care and Keep of Chromebooks

General Care

- Vents should remain uncovered to avoid overheating.
- Clean the screen with a soft, dry microfiber cloth.
- Never clean an electronic device with water.
- Do not place drawings, stickers, labels, or any other forms of personalization on the device.
- To reduce the possibility of Chromebook breakage, students shall not leave any items between the screen and keyboard when closing the device such as earbuds, pencils, etc.
- Items should not be stored in the Chromebook case pockets. Impact or pressure placed on items in those pockets can crack or break screens.

Lost, Stolen, or Damaged Equipment

- If the device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately.
- If a device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing the police report, the student or parent/guardian shall notify school administration and submit a copy of the police report.
- If a device is lost outside of school, the student or parent/guardian is required to notify school administration immediately.
- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.

Lost Equipment

When a device is reported as lost or stolen, the technology department will remotely turn off all device functionality so the device is unusable.

Expected Classroom Habits

- Use two hands to open the lid and carry the device.

- Close the lid before standing up.
- Don't pick by the screen.
- Follow all directions given by the teacher.
- Center the device on the desk.

Lockers and Storage

- Never pile things on top of the device.
- Never leave the device on the bottom of the locker, storage area, or cubby.
- Be sure your locker is locked.

Traveling

- The Chrome book **must** remain in its case at all times (even during use): failure to do so will invalidate the accidental insurance protection.
- Never leave the device unattended for any reason.
- Do not leave the device in a vehicle.
- When not in use, the Chromebook case must be secured (particularly during transport).

Care of Chromebook

- Students are encouraged to take their device home every day.
- Students are responsible for lost or stolen devices.
- Students are required to charge the device fully each night.
- Store the device on a desk or table - never on the floor!
- Leave the power cord/charger at home - Students are responsible for charging the computer and for lost or stolen chargers.
- Cords and cables should be carefully inserted/removed from the device to prevent damage.
- Equipment should not be used in areas which may lead to damage or theft.
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets

Troubleshooting Procedures

Option 1: Student tries to fix the problem.

- Always try restarting the device as the first step in troubleshooting.
- If appropriate, a student may ask a classmate for help.
- Students may ask a teacher if he/she is available to help.

Option 2: Student takes device to the Library Media Center (LMC) during open hours. *If the LMC is closed, the student can continue to use his/her device or work on paper.*

- Student returns to class with a loaner device.
- When the student's original device is ready to be picked up, the student will be notified.
- Students pick up devices from LMC during open hours.

Webcams

All student Chromebooks and some other devices are equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording yourself giving a speech and watching it for practice and improvement.

Printing

Students do not have the ability to print from their Chromebooks. We have designed our systems to pass documents and information in a digital format. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on an external drive (thumb/flash/usb) and use the home computer to print.
- Store the file in Google Drive and open it on a home computer to print.

Desktop Backgrounds and Screensavers

- Images set as the desktop background must be in line with the HLSD AUP.
- Inappropriate images may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols may result in disciplinary action and/or loss of device privileges.

Copyright and Plagiarism

- Students are expected to follow all copyright laws and HLSD policy on copyrighted works (Board Policy EGAAA) and research and publishing (Student Handbook pg. 16).
- Duplication and /or distribution of materials for educational purposes are permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC.)

School-Based Discipline

Any violation of AUP, or any behavior deemed inappropriate, may be subject to school discipline at the discretion of administration.

Compliance Checks

Compliance checks (reviewing email, internet history, user profiles etc.) may be conducted on a student's computer at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate device usage.

Exporting Google Account Data

Google stores information that students create. Students that want to export data from their Google account need to use Google Takeout to download Gmail, Drive, and other Google App information.

Chromebook Operating System

- Chromebooks run a modified version of the Chrome browser. It connects to Web resources, apps and extensions provided on the internet. It does not run Windows or Macintosh software. When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.
- Files are stored in the cloud, so there's no need to worry about lost work, though this does not apply to the Offline mode. Students may connect to a wireless system again to upload any changes.

Online Tools and Resources

Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain tools and websites. HLSD may provide access to these educational resources on behalf of the parent/guardian, via the signed AUP, for educational purposes only.

Parent/Guardian consent is inherently given to the HLSD to use student information for the purpose of utilizing online services, tools and websites deemed educational by the HLSD. To be COPPA (Children's Online Privacy Protection Act) compliant, the HLSD provides an Exemption Form 2022F to opt out, though it is not recommended as it may hinder the educational process. Contact your school to obtain more information.

Google accounts will be given to all students utilizing Chromebooks. This is a requirement that gives students access to sign into the device and participate in communication with peers and staff for educational purposes. Students under 13 years

of age ordinarily need parent permission to have Gmail accounts; however, Google allows the HLSD to act as the parent's agent and approve the accounts on their behalf. This approval includes the ability to create a Gmail account with access to external web services of which may require some student information, and any other services, application or web resources deemed educational by the HLSD.

Chromebook Security

Two primary forms of security exist: Chromebook security and internet filtering. Each of the Chromebooks has a security program installed on it. The HLSD strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the HLSD network.

Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.

Internet Filtering at School

The HLSD maintains an internet filtering software package. This program automatically filters all student access to the internet.

Internet Filtering at Home

The same school district filter will run when the students use the device at home, and will help ensure safe access to the internet. Please note, however, that there is no better security tool than an involved adult.

Chromebook Identification

Student devices will be labeled in the manner specified by the HLSD. Devices may be identified by the district asset tag, serial number, as well as individual user account name and password.

Account Security

Students are required to use their Bearworks account user ID and password to protect their accounts and are required to keep their password confidential.

Repairs

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). HLSD Tech Support, libraries, and media centers will assist students with getting issues resolved at no cost. Do not take HLSD owned devices to an outside computer service for repair.

Loaner Devices

Temporary replacements (loaners) are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaners.

Accidental Damage or Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be fined for damaged or lost equipment.

Return Procedures

All district-owned property must be returned, including Chromebooks and accompanying accessories. Students leaving the HLSD in the middle of the year must bring equipment to the HLSD prior to leaving the district.

As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged.