**KPS Acceptable Use Agreement (AUA)**
Kearney Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of KPS's technology resources and services during and after school hours. By signing this form, staff and students are indicating that they understand and agree to abide by the guidelines written below.

KPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

**Compliance with Law and Use of Computers / Internet**
Users of Kearney Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

**Safety & Security:**
- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the KPS network in any way.
- I will use KPS network and technology resources productively and responsibly for school-related purposes; if I want to use the network or technology for a purpose other than education, I will do so after securing permission from my teacher, media specialist or administrator.
- I will maintain the setup of KPS devices as they were when I found them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will use KPS network and technology resources to access, display, create or communicate material that is not illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

**Digital Citizenship**
- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.
- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the KPS community or myself.

**Expectations of Privacy**
The computer system, including e-mail and Internet, is the property of Kearney Public School District. KPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although KPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the KPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

**Dissemination of Multimedia Materials**

The increasing use of technology and multimedia at KPS presents a wonderful opportunity for students and teachers to share what they do with the KPS community. The presentations, photos, video and audio of classes, field trips and school events are often shared with the KPS community electronically and through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable but these files are for community use only. Any sharing of these materials beyond the KPS community is prohibited, except with the explicit permission of the creator of the work and all students involved.

**Agreement Violations**

Any violation of the agreement may result in the loss of access to the Internet by the student / adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Kearney Public Schools, including applicable State and Federal laws.

Users of Kearney Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

Details and definitions of the Kearney Public Schools Acceptable Use Policy 5400.10 in its entirety can be reviewed at any media center in the Kearney Public Schools or on the Kearney Public Schools webpage.

## CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Kearney Public Schools Student Acceptable Use Agreement (AUA) is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Kearney Public Schools regarding the use of computers and the Internet in the Kearney Public Schools. Your signature also states that you authorize Kearney Public Schools to create and utilize "cloud services" accounts that will be under the control of Kearney Public Schools, but which reside elsewhere on the Internet.  (Certain cloud services require parental permission for students regardless of the level of control over the account granted to KPS.)

_____     _____
**Print Full Name Here**                                                                            **Grade**

_____     _____
**Student Signature**                                                                                **Date**

_____     _____
**Parent/Guardian Signature (REQUIRED)**                                               **Date**

# Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Building Media Center for Technology to pick up for repair.

General Precautions
- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- 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.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

**Device Protection**
- Each student will be issued a protective sleeve for his/her Chromebook that should be used at all times.
- Although the sleeves are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.
- **Protective hard cases are available online for Chromebooks and may be purchased separately by students or parents to add additional protection to their Chromebooks.**

**Carrying Chromebooks**
- Always transport Chromebooks with care and in Kearney Public Schools issued protective sleeves. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

**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.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- 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.

**Charging Chromebooks**
- Chromebooks must be brought to school each day with a full charge.
- There will be a limited number of unsupervised charging stations in the building available to students on a first-come-first-served basis. Students will need their power adapter to make use of the charging station.

**Personalizing the Chromebook**
**Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Kearney Public Schools.  Spot checks for compliance will be done by administration, teachers, learning coaches, and technology support staff at any time.**

Students may add appropriate music, photos, and videos to their Chromebook.  Personalized media are subject to inspection and must follow the Kearney Public Schools acceptable use policy.

**Sound**
- Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used at the discretion of the teachers.

**Printing**
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

**Logging into a Chromebook**
- Students will log into their Chromebooks using their school-issued Google Apps for Education (@kearneycats) account.
- Students should never share their account passwords with others. In the event of a compromised account the Kearney Public Schools Technology Department reserves the right to disable your account.

# 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 district.

**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 district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, deny access to, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

**Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

**Updates**

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

**Virus Protection**
- 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 district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a Helpdesk ticket to request the site be unblocked.

**Inspection**

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

# Software on Chromebooks

**Originally Installed Software**

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 Chromebook must remain on the Chromebook in usable condition and be 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 idle or restarted.

### Google Apps for Education (KearneyCats Accounts)
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.

### Additional Apps and Extensions
Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Kearney Public Schools.

# Repairing or Replacing Your Chromebook

### Tech Support
All Chromebooks in need of repair must be brought to the Building Media Center as soon as possible. If tech support is needed after school hours, students should submit a helpdesk ticket to [helpdesk@kearneycats.com](mailto:helpdesk@kearneycats.com).

### Vendor Warranty
- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Kearney Public Schools Technology Helpdesk.

### Estimated Costs *(subject to change)*
The following are estimated costs of Chromebook parts and replacements based on current cost:
- Samsung Screen - $45
- Lenovo Screen – $40
- Samsung Keyboard/touchpad - $55
- Lenovo Keyboard/touchpad – $95
- Samsung Power cord - $20
- Lenovo Power cord – $30
- Chromebook sleeve - $25
- Full Replacement Cost (Chromebook, Charger, Bag) - $300

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

### Accidental Damage or Loss Protection
As part of the 1:1 Chromebook initiative at KPS, the Kearney Public Schools is recommending the purchase of an Equipment Repair and Replacement package prior to the deployment of the Chromebook to your child. Under this fee agreement, the Chromebooks are protected against accidental damage. The Kearney Public Schools will require that a police report be submitted in cases of theft.  Fraudulent reporting of theft will be turned over to the police for prosecution.  A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This fee does not cover for loss of the Chromebook and/or its accessories or damages caused by intentional misuse and abuse.  Kearney Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.  **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

**Chromebook Technical Support**
The KPS Technology Department will be the first point of contact for repair of the Chromebooks. Services provided include:
- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default 0
- System software updates

**Appropriate Uses and Digital Citizenship**
School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should **ALWAYS** use their KearneyCats account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Kearney Public Schools Internet Use, Safety, and Computer Use Policy**
Kearney Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Kearney Public Schools to anyone when it deems it necessary in the public interest.

**Compliance with the Law and Use of Computers / Internet**
Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Kearney Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the

Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

**Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)**
Minors or adults shall:
1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Kearney Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Kearney Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Kearney Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Kearney Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

**Policy Violations**
Any violation of this policy may result in the loss of access to Technology by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Kearney Public Schools, including applicable State and Federal laws.

*Details and definitions of the full Kearney Public Schools Acceptable Use Policy 5400.10 can be reviewed at any media center in the Kearney Public Schools.*

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

**Acceptable Use**
- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
    - As a safety precaution, full names or addresses are not to be revealed online.
    - Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
    - Sharing of individual accounts is prohibited.
    - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
    - Chain letters and inter-relay chat are misuses of the system.
    - Vandalism or "hacking" of any kind is prohibited.
    - The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Kearney Public Schools and/or civil authorities.
    - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Kearney Public Schools harmless from any claims or damages arising from such use. Kearney Public School District makes no warranties for the information or the services provided.

**Privacy and Safety**
- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's

Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access.  This is not merely a request.  It is a responsibility.

**Email**
- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district.  This email access will be through a Google Gmail system managed by the Kearney Public Schools.  This email system is monitored by the Kearney Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

**Discipline Consequences**
- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.  Non-compliance with the policies of the Chromebook Policy Handbook or the Kearney Public Schools Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Kearney Public Schools Technology Department to ensure appropriate use.  The Kearney Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.