

Southeast Dubois School Corporation Technology Policy



Implemented March 2025 | Version 1

STUDENT CHROMEBOOK POLICY

At Southeast Dubois, we provide Chromebooks to enhance learning, foster collaboration, and build digital citizenship skills. This policy outlines student, parent, and staff responsibilities to ensure Chromebooks are used effectively and responsibly. Southeast Dubois School Corporation owns the Chromebook.

Chromebook Distribution and Care

Issuance

- Chromebooks are assigned to students for educational use ONLY.
- Both students and parents must sign a Chromebook Agreement before issuance.

Device Care

- Students are responsible for maintaining their Chromebook's condition and care guidelines:
 - Keep the Chromebook in the provided case.
 - Avoid eating or drinking near the device.
 - Do not place heavy items on the Chromebook.
 - Keep the device and case (if applicable) clean and free from stickers or scratches.
 - Avoid throwing, dropping, or punching the Chromebook.
 - Do not expose the Chromebook to extreme temperatures (e.g., leaving it in a car).

Student & Parent Responsibilities

Usage Guidelines

- Chromebooks are for school-related activities only; personal use should be limited.
- Parents are encouraged to monitor their child's Chromebook use at home.

Security

- Do not share passwords with anyone.
- Downloading unauthorized apps or changing settings without permission is not allowed.

Repair and Warranty Information

- Accidental Damage – Students may be charged for damage caused by negligence.
- Chromebooks receive regular software updates from the IT Department.
- Only approved apps may be installed.

Consequences for Policy Violations

Damages & Fees

- Broken screen – \$25.00 (No exceptions)
- Lost charger – \$25.00 (No exceptions)
- Lost Chromebook – \$100.00 - \$300.00 (based on purchase date)
- Damaged Chromebook (due to negligence) – \$100.00 - \$300.00 (based on purchase date), plus disciplinary action.

Inappropriate Use

- Accessing prohibited content, bypassing security settings, or misuse results in loss of Chromebook privileges and possible disciplinary action

Receiving Your Chromebook

Parent/Guardian Signature

- Parents/guardians must sign the Southeast Dubois Technology Agreement through Harmony Online Registration before a Chromebook can be issued.

Student Distribution

- Chromebooks (with cases and chargers) are distributed on the first day of school or during orientation.
- Personal devices are not permitted unless specifically authorized.

Transfer/New Student Distribution

- New students receive Chromebooks after completing school registration and orientation.
- Devices can be picked up from the Technology Department following orientation.

Returning Your Chromebook

End-of-Year Return

- Students must return their Chromebook, case, and charger to their homeroom teacher at the end of the school year.
- Juniors and Seniors may request to keep their Chromebooks over the summer.
- Failure to return the Chromebook by the next school year results in a full replacement charge.

Transferring/Withdrawing Students

- Students leaving Southeast Dubois must return their Chromebook and case to the principal's office on their last day.
- Failure to return the Chromebook results in a \$100-\$300 replacement charge (based on purchase date).
- Unpaid fines may be turned over to a collection agency, and a stolen property report may be filed with law enforcement.

Reporting Problems and Maintenance

Reporting Issues

- Report damages or malfunctions immediately to the IT Department.
- Loaner Chromebooks may be provided during repairs.
- Parents may be responsible for repair costs due to negligence.

Using Your Chromebook at School

- Students must bring a fully charged Chromebook to school every day.
- Chromebooks must be brought to all classes unless otherwise instructed.

Student Forgets Their Chromebook

- A student may check out a loaner or request delivery from the Tech Department (if available).
- The student is responsible for any damage or loss of the loaned device.
- Loaners must be returned to the Tech Department or classroom teacher by 3:30 p.m.

Chromebooks in Need of Repair

- Loaner Chromebooks may be issued while a student's device is under repair.
- The Tech Department will notify students when their repaired Chromebook is ready for pickup.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home.
- WiFi is required for most activities, though some apps work offline.
- All school policies apply, regardless of location, including:
 - Southeast Dubois Technology Policy
 - Chromebook Agreement
 - Other guidelines in this document

Software & Chromebook Identification

Software

- Chromebooks integrate with Google Apps for Education, including:
 - Google Docs, Sheets, Slides, and Forms
 - All work is stored in the cloud.
- Some web apps work offline.
- Installing unauthorized software is prohibited unless approved by Administration.

Chromebook Identification

- The district maintains records of each Chromebook, including:
 - Serial number
 - Asset tag code
 - Assigned student name
- Students keep the same Chromebook for four years.
- New Chromebooks are issued in Grades 5 and 9.
- Graduating students' Chromebooks are repurposed for other uses.

STUDENT ACCEPTABLE USE AND SAFETY

Educational Purpose

- Chromebooks are for schoolwork ONLY. Inappropriate use will lead to consequences and disciplinary action

Responsible Behavior

- Students must:
 - Behave responsibly online.
 - Avoid inappropriate websites.
 - Treat others with respect.
- Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access) or unkind (such as personal attacks, injurious comments) when using the Corporation Technology Resources.
- Users are prohibited from sending, receiving, viewing, or downloading materials that are harmful to minors on computers and other technology-related devices owned by the Corporation or connected to the Corporation's computer network

Social Media & Gaming

- Social media and gaming are prohibited unless approved for educational purposes.

Security and Monitoring

- Content Filtering – Chromebooks are monitored with content filters at all times.
- Data Protection – Students must not attempt to bypass security settings, including content filtering.
- The Director of Technology may temporarily or permanently unblock access to websites or online education apps and services containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the context of the material and the intended use of the material

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, view email/files, supervise, access, 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

Email\File Retention Policy

Purpose

This policy establishes guidelines for the retention and deletion of email accounts and Google Drive files for students after their departure from Southeast Dubois School Corporation. It ensures data security,

Student Email\File Retention

- Student email accounts will remain active for six (6) months after graduation, which occurs in May.

- After the six-month period (November), student email accounts will be permanently deleted.
- **Notification Process for Students**
 - To ensure students are aware of the email deletion timeline, the following notifications will be sent:
 - **Two Weeks Before Graduation (Mid-May)** – An initial notification email will be sent to all graduating students, informing them of the email retention policy and the six-month timeframe.
 - **30 Days Before Deletion (October)** - First email notification stating the account will be deleted.
 - **7 Days Before Deletion (November)** – Final warning email stating the account will be deleted.

Data Backup and Transition

- Students are responsible for backing up important emails and files before deletion.
- After the retention period ends, account recovery will not be possible.

Prohibited Personal Use of School Email Accounts

- Students should not use their Southeast Dubois School Corporation email accounts for personal email communication.
- School-provided email accounts are intended for educational use only.
- Any personal communications, subscriptions, or external logins should be associated with a personal email address.

Implementation & Enforcement

- The Technology Department will enforce the email/file deletion timeline.
- Notifications for students will be automated through the Southeast Dubois School Corporation email system.

Parental Consent & Third-Party Applications

- As part of our commitment to providing students with educational technology resources, our district utilizes various digital tools, including Google services and third-party applications/extensions that support learning.

Parental Consent for Google Services (Effective March 2025)

- Google requires parental consent for users under 18 to access **Additional Google services** (such as YouTube, Google Earth, and Google Arts & Culture). By signing this policy, you acknowledge and provide consent for your child to access these services as

permitted by the district. If consent is not provided, your child may experience limited access to certain educational resources.

Third-Party Applications & Extensions

- To enhance learning, the district may use third-party applications and browser extensions. These tools are reviewed for compliance with student data privacy regulations (FERPA, COPPA, etc.). By signing this policy, you consent to your child using district-approved third-party applications and extensions for educational purposes.

Acknowledgment & Consent

By signing the form, I acknowledge that:

- I understand and consent to my child's access to **Additional Google services** as enabled by the district.
- I understand and consent to my child using **district-approved third-party applications and extensions** for educational purposes.
- I understand that if I do not provide consent, my child may have restricted access to certain digital learning resources.

Acceptable Use Policy for Students: AI Utilization

Purpose: The purpose of this policy is to provide guidelines for the responsible use of artificial intelligence (AI) tools and technologies by students within Southeast Dubois School Corporation.

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods

Scope: This policy applies to all students utilizing AI technologies on school premises or through school-provided devices and resources.

Policy Guidelines

- **Educational Use Only:**
 - AI tools may only be used for educational purposes related to schoolwork, projects, assignments, and translations.
 - Inappropriate use of AI technologies during school hours is prohibited.
- **Permission Requirement:**
 - Students must receive permission from the teacher before utilizing AI for assignments and projects. This ensures alignment with academic objectives and responsible use of AI in learning.
- **Respect Privacy:**
 - Students must respect the privacy of themselves and others when using AI tools. This includes not sharing personal information or data without consent.
 - Students should be aware of data security and privacy policies related to the AI tools they are using.
- **Academic Integrity:**
 - Students must maintain academic integrity when using AI. This includes:

- Properly attributing any information or content generated by AI tools.
 - Not using AI to cheat or plagiarize on assignments or assessments.
- **Consequences for AI-Related Cheating:**
 - Any student caught using AI to plagiarize, misrepresent their work, or otherwise cheat will face disciplinary consequences. These consequences may include:
 - **First Offense:** Verbal warning and a requirement to redo the assignment without AI assistance, with a grade penalty.
 - **Second Offense:** Zero on the assignment, written warning, and a meeting with a parent or guardian.
 - **Third Offense and Beyond:** Potential suspension, ineligibility for extracurricular activities, and/or a disciplinary review with potential for further action.
- **Content Guidelines:**
 - Students should refrain from using AI tools to create, distribute, or engage with inappropriate, offensive, or harmful content.
 - Students should not use AI to generate false or misleading information.
- **Safety and Security:**
 - Students must not use AI tools to conduct any illegal or harmful activities.
 - Students should report any security issues or inappropriate content generated by AI tools to a teacher or administrator immediately.
- **Responsible Collaboration:**
 - When working collaboratively, students should ensure that all group members agree on the use of AI tools and their outputs.
 - Students should communicate openly about the contributions made by AI versus those made by individuals.
- **Compliance with School Policies:**
 - All AI use must comply with existing school policies regarding technology use, bullying, and harassment.
 - Violations of this AUP may result in disciplinary action, including loss of technology privileges.

Monitoring and Enforcement

- The school reserves the right to monitor AI usage to ensure compliance with this policy.
- Disciplinary actions for violations will be determined based on the severity of the infraction and may include warnings, suspension of privileges, or other actions as deemed appropriate.
- Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.
- Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct
- Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the Student Handbook.

Summary and Agreement

By signing this agreement, both parents/guardians and students acknowledge that they have read, understood, and agree to abide by the Southeast Dubois School Corporation's Technology Policy and Acceptable Use Policy for AI Utilization. This includes responsibilities for device care, proper usage, academic integrity, security, and adherence to school policies. Parents understand their role in monitoring their child's Chromebook and AI usage, and students agree to use these tools responsibly for educational purposes. Additionally, parents/guardians acknowledge and consent to the use of Google services, including Google Workspace for Education, which enables students to access school-approved digital tools for learning. If consent is not provided for AI, Google services, or third-party applications, students may have limited access to certain digital resources. Failure to comply with these policies may result in disciplinary action, loss of technology privileges, or financial responsibility for damages.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____