

# **Gainesville ISD DIGITAL 1:1 Student Acceptable Use Policy**



## **Welcome**

The *Gainesville ISD DIGITAL 1:1 Student Acceptable Use Policy* has been designed to answer many common questions regarding the student-issued technology devices. Gainesville ISD students in grades 7-12 are issued personal-learning devices for their instructional, school-related communication, and assignment needs. We are glad to help all Gainesville ISD parents/guardians if there are questions or concerns regarding the use of the assigned student device.

## **Definition of Terms**

In this handbook, terms such as “you” and “your” refer to the enrolled Gainesville ISD student. Terms such as “we,” “us,” “District,” and “our” refer to Gainesville Independent School District. Terms such as “property,” “device,” “tablet(s)” and “computer(s)” refer to the student-issued learning device.

## **Devices Issued to Students**

Students in grades 7 through 12 will be issued the following items:

- Chromebook and Chromebook power supply
- Device Case

## **Chromebook Distribution and Delivery**

Each year, the Chromebook agreement form must be submitted as part of the registration process.

All students participating in this initiative will be taught the proper use of Chromebooks during the first few weeks of school. At the end of each school year, students must deliver their Chromebook, case, and charger to the library for maintenance. If a student withdraws from the District, the student must submit the Chromebook on the last day of attendance. If you do not return the Chromebook by the end of the school year or upon withdrawal from the District, a \$250.00 fee will be charged to cover the replacement cost. In addition, the District may file a report of stolen property with the local police if it is not returned.

## **Asset tags**

All Chromebooks have a tag marked as district property. Property tags cannot be deleted, modified, or manipulated in any way. Students may be charged a penalty for delivering a Chromebook with an altered label or handing over a Chromebook without the District property tag.

## **Cases / Charging Cables**

Each student will be given a protective case for their Chromebook which must be used at all times. Cases should never be removed for any reason. If a student attempts to remove the case and the screen is

damaged in any way, the student will be responsible for the repair or replacement of the screen. Students are not allowed to customize the outside of the Chromebook or the cases with decals or drawings. Although the cases are reinforced to help protect Chromebooks, they are not guaranteed to prevent damage. ***It remains the student's responsibility to care for and protect their Chromebook.***

Students will also receive a charger for use at home. Students are expected to bring their charged device to school each day. Under no circumstances, should students allow other students to borrow their charger. At the end of the year or if a student withdraws from the district, the Chromebook (with case on it) and the charger must be returned. Charges will be assigned for missing components.

- Lost or damaged case: \$20 replacement fee
- Lost or damaged charger: \$20 replacement fee

## **Sign in to a Chromebook**

Students will log in to their Chromebooks using their account given to them by the school. Students should never share account passwords with others, unless requested by an administrator.

## **Chromebook care**

Each student is responsible for the overall care of the Chromebook the school lent them.

Chromebooks that are damaged or not working properly should be brought to the campus library as soon as possible. Chromebooks owned by the district should never be taken to an external computer service for any repair or maintenance. Students should never leave their Chromebooks and/or chargers unattended.

## **General Precautions**

- Chromebooks should not be used near food or beverages.
- Chromebooks should not be used or stored near pets.
- Chromebook cables can be a tripping hazard and should be used with caution.
- Chromebooks should remain free of writing, drawing, decals, and tags.
- Chromebooks should not have heavy objects placed on or near them.
- Chromebooks should be transported carefully and in protective cases provided by the school.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after thoroughly making sure there is nothing on the keyboard.
- Chromebooks should never be placed on the floor.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or an antistatic cloth.

## **Using the Chromebook in School**

Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by their teacher or campus administrator. Inappropriate media cannot be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. The sound must be muted at all times unless permission is obtained from a teacher. Students should have their own set of earbuds for health reasons.

Students will be encouraged to publish digitally and share their work with their teachers and peers as much as possible.

## **Using your Chromebook Outside of school**

Students are encouraged to use their Chromebooks for school work at home and outside of school. A Wifi Internet connection will be required for the majority of Chromebook use; however, some applications can be used without being connected to the Internet. Students are bound by the technology guidelines within the Student/Parent Handbook and all other procedures in this document wherever they use their Chromebooks.

## **Operating System and Security**

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS which is supported and managed by the District. The Chromebook operating system, Chrome OS, updates itself automatically. Students must shut down their Chromebooks at least once per week to ensure the updates are able to process. Just closing the Chromebook does not perform a proper shutdown. Students do not need to manually update their Chromebooks unless asked to do so.

## **Virus Protection**

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including encrypted data and verified startups. There is no need for additional virus protection.

## **Content Filter**

The District uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, within the School District network, will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student must contact his/her teacher to request that the site be unblocked. When a student is using the Chromebook outside the school network, the responsibility for using the internet lies with the student and parents.

## **Repairing/Replacing and Vandalism of Chromebooks**

All Chromebooks in need of repair should be brought to the campus library as soon as possible. The staff will examine the Chromebook and take the appropriate solution path to repair the device.

Estimated costs of repair are subject to change. PLEASE NOTE: The first breakage will be covered by the school district, unless the destruction is determined to be of purposeful and/or malicious intent. Payments for repair and replacement costs will be made through the campus library.

The following are the current costs of Chromebook parts and replacements:

- Total Replacement \$250.00
- Screen \$100.00
- Keyboard/Touchpad \$65.00
- Charger \$20.00

### **Student Chromebook Damage Policy**

In the event that a student is found to have caused damage to a school-issued Chromebook on two or more occasions, where such damage is determined to be the result of intentional and/or malicious conduct, the student shall be deemed ineligible to receive a replacement device until all associated repair or replacement fees have been paid in full.

During the period in which the student is without a Chromebook, alternative instructional materials will be provided in printed form to ensure continued access to educational content. This measure is intended to prevent disruption to the instructional process and to uphold the student's right to a free and appropriate public education.

### **Stolen or Vandalized Chromebooks**

If a chromebook is stolen or vandalized during the school day, students or parents should contact the campus office as soon as possible. If a student's Chromebook is stolen or vandalized outside of the school day, then students and parents should contact the proper local law enforcement and then the campus office to report the theft.

### **No Expectations of Privacy**

Students have no expectation of confidentiality or privacy with respect to any use of a Chromebook, regardless of whether it is used for district-related or personal purposes, other than specifically provided by law. The District may, without notice or consent, log, supervise, access, view, monitor, and record use of the Chromebook 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. A paper or electronic report can be generated to include, but not limited to, the user log and record of use. The generated report can be shared with Gainesville ISD administrators, parents and/or law enforcement.

## **Appropriate uses and digital standards**

School-issued Chromebooks should be used for educational purposes and students must adhere to the technology guidelines within the Student/Parent Handbook signed at the beginning of the school year and all its corresponding administrative procedures at all times. Students who violate such guidelines or other procedures in the Student Handbook, MISD Code of Conduct and this agreement will be subject to disciplinary actions. Students who do not adhere to these policies could have Their Chromebook confiscated and their network privileges at school suspended.

## **Device Loan Terms**

Students will comply at all times with the 1:1 Chromebook Policy and the Gainesville ISD Acceptable Use Policy, which is available on the Gainesville ISD website. Any failure to comply may immediately terminate the student's ability to possess and use the device. In addition, the District may confiscate the device and restrict access to the network. The device belongs to, and will always belong to Gainesville ISD, and must be returned at the end of the school year or upon withdrawal from Gainesville ISD.

Students and families should understand that at any time the device may be claimed by the campus and/or district administration for regular, random, or targeted inspections and investigations. Parents and students must submit to such action without hesitation.

## **Appropriation**

Failure to return the device or using it for non-school purposes without the District's consent may be considered an unlawful appropriation of District property.

## **Return the device**

The devices will be returned to the school district during the summer for updates and maintenance.

Students leaving the district or graduating must return the device and pay all outstanding fees.

## **Risk**

Controlling materials on the network/Internet/email is impossible. Sites available via the network/Internet may contain illegal, defamatory, inaccurate, or controversial material.

With global access to computers and people, there is a risk that students may access material that may not have educational value in the school environment.

- **User Responsibility:** Network/Internet/email users, like traditional library users, are responsible for their actions in accessing or disseminating information. Users will be asked to review and agree to the district's Acceptable Use Policies.
- **District Responsibilities:** Education on the proper use of technology resources will be provided for employees and students with an emphasis on safe and ethical use. Education promotes student safety in electronic communications including the internet, appropriate online behavior, and cyberbullying awareness and response.

## **Student Guidelines for Acceptable Use of Technology & Online/Web Resources**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs/DVDs, digitized information, communication technologies, and Internet access. Additionally, access to the Internet is provided to students through teachers for limited educational purposes, particularly specific class-related activities, as well as other educational and career or professional development activities, and other activities approved by teachers. In general, acceptable use requires efficient, ethical, and legal utilization of all technology resources.

### **Expectations**

1. Student use of computers, other technology hardware, software, and computer networks, including the internet, is only allowed when supervised or when granted permission by a staff member.
2. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the library of each campus as well as posted on the District Website.
3. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
4. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### **Unacceptable conduct includes, but is not limited to the following\*:**

\*These guidelines do not attempt to list all required or proscribed behavior by students. A student's use of technology resources is regulated by the teacher and is subject to the supervision and discretion of the school, teachers, and any further restrictions placed on students' use by their parents or guardians, if such restrictions are communicated in writing to the school.

1. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
2. Using the network for financial or commercial gain, advertising, or political lobbying.

3. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites, social networking sites (i.e. Facebook, X, etc.), as well as chat and/or blog sites.
4. Vandalizing and/or tampering with equipment, storage devices, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
5. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
6. Intentionally wasting finite resources (i.e., on-line time, real-time music and/or video not for educational purpose).
7. Gaining unauthorized access anywhere on the network.
8. Revealing any identifying information of one's self or another person (i.e. telephone numbers, addresses, etc.).
9. Invading the privacy of other individuals.
10. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
11. Coaching, helping, observing, or joining any unauthorized activity on the network.
12. Students may not initiate communications into the system from other computers (for example, home computers) that are inconsistent with the intended purposes of the system or with any of these Acceptable Use Guidelines.
13. Forwarding/distributing e-mail messages without permission from the author.
14. Posting anonymous messages or unlawful information on the system.
15. Engaging in bullying, sexual harassment, or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
16. Falsifying permission, authorization, or identification documents.
17. Obtain copies of or modify files, data, or passwords belonging to other users on the network.
18. Engaging in plagiarism and/or copyright infringement. Students will properly attribute material they obtain through Internet Access and not infringe the copyrights of others.
19. Knowingly placing virus/malware on a computer or network.
20. Students may not encrypt communications or files, except as specifically authorized by a teacher.
21. Students may not alter the software or hardware configuration of the computer used for system access in any manner, or attempt to bypass security or filtering systems set in place by the school.
22. Students may not use personal storage devices such as flash/pen drives, or connect any device which requires a data connection to GISD technology resources, including, but not limited to personal cell phones.
23. Students may not use personal media with district technology resources (i.e. personal music, video, digital media stored on devices including, but not limited to media players, cell phones and/or flash/pin drives containing audio or video)
24. Students may not knowingly use a teacher-designated computer.

## **Internet Acceptable Use Guidelines**

#### **a. General Guidelines**

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Gainesville Independent School District.
2. Students are responsible for their ethical and educational use of the computer online services at the Gainesville Independent School District.
3. All policies and restrictions of the GISD computer online services must be followed.
4. Access to the GISD computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines to be granted access to GISD computer online services.
5. The use of any computer online services at the Gainesville Independent School District must be in support of education and research and in support of the educational goals and objectives of the Gainesville Independent School District.
6. When placing, removing, or restricting access to specific databases or other GISD computer online services, school officials shall apply the same criteria of educational suitability used for other education resources.
7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
8. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the GISD Student Code on Conduct.
9. Any parent wishing to restrict their children's access to any GISD computer online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

#### **b. Network Etiquette**

1. Be polite.
2. Use appropriate language.
3. Do not reveal any personal data (i.e. home address, phone number, phone numbers of other people).
4. Remember that other users of the GISD computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

#### **c. E-Mail**

1. E-mail should be used for educational or administrative purposes only.
2. E-mail transmissions, stored data, transmitted data, or any other use of the GISD computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
3. All email and all contents are property of the Gainesville Independent School District.
4. All student e-mail is monitored and is filtered at all times in accordance with the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and FERPA (Family Educational Records Protection Act).

## **Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here in the Student Code of Conduct may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences of the Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, or Computer Crimes will result in criminal prosecution, as well as disciplinary actions by the District.

Email, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of Email and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

## **Disclaimer of Warranty and Limitation of Liability**

GISD makes no warranties of any kind, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any of the Internet services provided by GISD, including any information obtained through the Internet. This limitation of liability includes loss of data, service delays or interruptions, and is in addition to any other limitations of liability as may be provided by law. GISD specifically denies any responsibility for the accuracy or quality of information obtained through GISD Internet Access and E-mail services, or for access or receipt by Users of inappropriate content. Use of any information obtained through Internet Access and E-mail services is at the Participant and User's own risk.

## **Indemnification**

Students and their parents/guardians agree to indemnify and hold the School, Teachers, GISD, and their affiliates, officers, agents, or other partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, due to or arising out of use or misuse of Internet Access by the User, or arising from any User's violation of these Acceptable Use Guidelines.