ELMWOOD PARK CUSD 401
CHROMEBOOK POLICY, PROCEDURES, AND INFORMATION

2026-27 School Year

The focus of the District Technology Initiative at Elmwood Park CUSD 401 is to provide tools and resources for the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technological devices used at Elmwood Park CUSD 401 considered by the Administration to come under this policy. Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from course, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

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GENERAL INFORMATION

1.1 RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed prior to the start of the school year and once registration is complete. Students who transfer into District 401 will receive their device within their first week of attendance after registration is complete. Each student will receive a Chromebook, Chromebook charger, and Chromebook case, all of which will be asset tagged to the student.

1.2 CHROMEBOOK CHECK-IN

1. Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of Elmwood Park CUSD 401 during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
2. Students who graduate early, withdraw, are expelled, or terminate enrollment at Elmwood Park CUSD 401 for any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
3. If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Elmwood Park CUSD 401, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral device/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the police department.

1.3 CHECK-IN FINES

Chromebooks, Chromebook styluses, Chromebook chargers, and Chromebook cases not returned to the District, when requested, and in satisfactory condition will be charged a reasonable fee for needed repairs, which will not exceed the replacement cost of the Chromebook, charger, and/or case. Failure to return the Chromebook will result in a theft report filed with the police department.

1.4 EXPECTATION OF PRIVACY

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or school-issued device. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring, and/or recording of their use.

1.5 OWNERSHIP OF THE CHROMEBOOK

Elmwood Park CUSD 401 retains the sole right of possession of the Chromebook. The Chromebooks are loaned to the student for educational purposes for the academic year. Moreover, Elmwood Park CUSD 401 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

2. 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 library for an evaluation of the equipment. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

2.1 GENERAL PRECAUTIONS

The Chromebook is school property and all users will follow this policy and the Elmwood Park CUSD 401 Acceptable Use Policy.

1. Snack time and screen time are NOT the same time: keep food and drinks away from the device.

2. Cords, cables, and styluses must be inserted carefully into the Chromebook to prevent damage.
3. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
4. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
5. Students are responsible for keeping their Chromebook's battery charged for school each day.
6. Chromebooks are very sensitive to extreme heat and extreme cold. Therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
7. Chromebooks have a unique identification number and at no time should the numbers or labels be modified, damaged, or removed.
8. The District can and will locate, access, and modify Chromebooks remotely, even when in a student's possession. Modifying, disabling, or attempting to disable the locator or any District software used for tracking or accessing a Chromebook is a violation of the Acceptable Use Policy and grounds for disciplinary action.
9. Jailbreaking or otherwise attempting to change the operating system or access District settings of or to the device will be subject to disciplinary action.
10. It is the responsibility of the student who is issued the Chromebook to protect that Chromebook. A student who damages, loses, or misplaces the Chromebook will be responsible for its cost, whether or not the damage or loss was the student's fault. Students should not lend any Chromebook to another person.
11. Do not contact Acer, Lenovo, Google, or any other service for repair questions. The District makes any and all repairs to Chromebooks.

2.2 CARRYING CHROMEBOOKS

The protective shell of the Chromebook will only provide basic protection from everyday use. The cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

1. Chromebooks should always be within the protective case when carried. Failure to do so may result in disciplinary action.
2. Chromebooks must remain in a protective case when not in use to prevent unintended damage.
3. Chromebooks should never be lifted by the screen or carried with their screens open.

2.3 SCREEN CARE

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth. Liquid type cleaners such as Windex should be avoided at all times.
5. Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 PERSONALIZATION

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Elmwood Park CUSD 401. Stop checks for compliance may be done by administration or staff at any time.

2.5 STORING YOUR CHROMEBOOK

When students are not using their Chromebooks, they should be stored in their lockers with the lock securely fastened.

1. To prevent damage, nothing should be placed on top of the Chromebook.

2. Chromebooks should never be stored in a vehicle.
3. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 CHROMEBOOK LEFT AT HOME

1. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. He/she may ask if a loaner is available for check out. There are a limited number of devices available for loan, and a device may or may not be available to check out.
    a. If a loaner is available, the student maintains responsibility for the device as if it were their own for the school day. They are responsible for any damage or loss of the issued device.
    b. The student must return the device at the end of the school day.
2. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to "check out" their Chromebook. "Checking out" identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
3. If a student leaves their Chromebook at home for three consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

3.2 CHROMEBOOKS UNDERGOING REPAIR

Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the Library. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.

The student will be contacted when their devices are repaired and available to be picked up.

3.3 CHARGING YOUR CHROMEBOOKS BATTERY

1. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
2. Do not leave a Chromebook plugged in for more than 24 hours as this will degrade the battery's lifespan.
3. In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

3.4 PHOTOS, SCREENSAVERS, BACKGROUND PHOTOS

1. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
3. Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.
4. The Chromebook comes equipped with both camera and video capacities. It is a violation of Illinois law and a crime to record or photograph another individual without their knowledge. A student or teacher without the permission of that individual may be subject to the District's disciplinary procedure, as well as criminal and civil penalties.

3.5 SOUND, MUSIC, GAME OR PROGRAMS

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are encouraged to provide their own headsets/earbuds. Headsets with microphones are encouraged to allow students to record presentations on the Chromebook without interference from background noise. Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher. Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Elmwood Park CUSD 401 staff only.
Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available.

3.6 PRINTING AT SCHOOL

Printing functionality will not be available at school. Teachers will provide printed versions of materials as needed.

4. USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the Elmwood Park CUSD 401 Acceptable Use Policy and Board Policy 6:235, administrative procedures, acceptable use agreement, and all other guidelines in this document, wherever they use their Chromebooks.

4.1 HOME INTERNET ACCESS

Students are allowed to connect to wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered. Note that Elmwood Park CUSD 401 cannot provide any assistance, troubleshooting, or advice on such off site connectivity.

1. When connecting from home, students and parents should be aware that a District account is still being used, so website monitoring is still being done.
2. The District will install Internet filtering on the District network that meets the federally regulated Children's Internet Protection Act. Although the District makes every effort to block inappropriate, offensive, immoral, and illicit material on school systems, it is important for parents/guardians to monitor activity on their child's electronic devices and understand that nothing is foolproof. Parents and guardians are advised to take an active role in viewing and monitoring content accessed and posted by students on Chromebooks. Parents and guardians of student-issued Chromebooks may be subject to liability for a student's Internet postings and other usage of a Chromebook. A student who removes filtering software and/or bypasses filtering (proxy redirectors, ect.) will be disciplined in accordance with the Student Handbook and Acceptable Use Policy, and student and/or student's parent or guardian may be subject to criminal and civil liability. Students who bring inappropriate, offensive, or illegal material to school or download such material to a District-provided Chromebook will be subject to discipline and may be subject to criminal and civil liability.
3. Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
4. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4.2 PRINTING AT HOME

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print. Information about Google Cloud Print can be obtained here: www.google.com/cloudprint/learn.

5. MANAGING YOUR FILES

Students may save documents to their Google Drive, or they may save to an external memory device such as a

miniSD card or USB flash drive. Saving to Google Drive will make 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 save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

5.1 SAVING TO THE CHROMEBOOK

1. Students may save work to their Google accounts (or other cloud based storage medium) via the Chromebook.
2. Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for the student's educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
3. It is the Student's responsibility to ensure that there is work backed up and therefore not lost due to mechanical failure or accidental deletion.
4. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5.2 NETWORK CONNECTIVITY

Elmwood Park CUSD 401 makes no guarantee that their network will be up and running 100% of the time.

1. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

6. APPS AND EXTENSIONS ON CHROMEBOOKS

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 install updates when the computer is shut down and restarted. This process will be automatic with virtually no impact on students.

6.1 ORIGINALLY INSTALLED SOFTWARE

1. The Extensions/Apps originally installed by Elmwood Park CUSD 401 must remain on the Chromebook in usable condition and be easily accessible at all times.
2. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions. Applications that are no longer needed will automatically be removed by the school as well.

6.2 ADDITIONAL SOFTWARE

1. Students are not allowed to load extra extensions/apps on their Chromebooks. Elmwood Park CUSD 401 will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
2. Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to: music, games, videos, images, e-Books, and apps. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

6.3 INSPECTION

1. Students may be selected at random to provide their Chromebook for inspection.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

6.4 PROCEDURE FOR RELOADING SOFTWARE

1. If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash

drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.
2. Students are highly encouraged to create a backup of all Chromebook documents and work as identified in Section 5 above.
3. Students are highly encouraged to manage their back up data to ensure that enough space is available for school created content.

6.5 SOFTWARE UPGRADES

1. Upgraded versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
2. Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

7. RESPONSIBILITIES AND EXPECTATIONS

7.1 PARENT/GUARDIAN RESPONSIBILITIES

1. Parents/guardians will talk to their children about values and the standards that children should follow on the use of the Internet just as is done with the use of all media information sources such as television, telephones, movies, and radio.
2. Parents/guardians will become increasingly active participants by asking their child/children to show them what sites they are navigating to and/or what apps are being used and how they work. The following resources will assist in promoting positive conversation(s) between parents/guardians and children regarding digital citizenship as it relates to Internet safety, conduct, and etiquette.

   NetSmartz: http://www.netsmartz.org/Parents
   CommonSense Media: https://www.commonsensemedia.org/parents-ultimate-guides

3. Parents/Guardians will ensure that siblings and other family members are not using the device for personal use.

7.2 DISTRICT RESPONSIBILITIES

1. Elmwood Park CUSD 401 will provide Internet and online course materials access to its students.
2. Elmwood Park CUSD 401 will provide Internet filtering and blocking of inappropriate materials as able.
3. Chromebooks will be treated similar to the policy surrounding school lockers. Elmwood Park CUSD 401 reserves the right to review, monitor, and restrict information stored on or transmitted via Elmwood Park CUSD 401 owned equipment and to investigate inappropriate use of resources.
4. Elmwood Park CUSD 401 will provide staff guidance to aid students in doing research and ensure student compliance of the Acceptable Use Policy.

7.3 STUDENT RESPONSIBILITIES AND ACTIVITIES STRICTLY PROHIBITED

Students must comply with the District's Acceptable Use Policy and corresponding Board Policy 6:235. (Elmwood Park CUSD 401 reserves the right to modify this list at any time.)

1. Chromebooks are not permitted in the cafeteria during student lunch periods unless otherwise stated by building administration.
2. Students are not to loan Chromebooks or other equipment to other students under any circumstances. They also are not to borrow a Chromebook from another student or share a password, access, or username with others under any circumstances.
3. Students are prohibited from illegal installation or transmission of copyrighted materials.
4. Students are prohibited from sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. This includes spamming or sending mass or inappropriate emails.
5. Students are prohibited from use of chat rooms, sites selling term papers, book reports and other forms of student work.

6. Students are not to change the Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
7. Students are not to use the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Hotmail, and personal Gmail), Facebook, other social media sites, etc.
8. Students are not allowed to gain access to other student's accounts, files, and/or data or participate in credit card fraud, electronic forgery or other forms of illegal behavior.
9. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
10. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients is strictly prohibited.
11. Students are responsible for returning their Chromebook at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at any of the schools in Elmwood Park CUSD 401 for any other reason must return their individual school Chromebook and other peripherals on the date of termination.

7.4 LEGAL PROPRIETY

1. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements. Ignorance of the law is not immunity. Students shall ask staff members if unsure of copyright rules. Students shall not post to the Internet any trademarked, copyrighted, or otherwise protected material without expressed, written permission of the original owner of the material. Students shall indemnify and hold the District harmless from any and all harm resulting from the student's illegal posting of protected material.
2. Plagiarism is illegal. Give credit to all sources used whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District. Students shall indemnify and hold the District harmless from any and all harm resulting from a student's illegal, immoral, or otherwise intrusive use of the Chromebook.

7.5 STUDENT DISCIPLINE

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy. (outlined in the student handbook)

8. PROTECTING YOUR CHROMEBOOK

8.1 CHROMEBOOK IDENTIFICATION

Student Chromebooks, chargers, and cases will be labeled in the manner specified by the school. Students will be assigned the same Chromebook for the duration of their time at Elmwood Park CUSD 401. Chromebooks can be identified in the following way:

1. Record of Serial Number
2. Barcode tag

Under no circumstances are students to modify, remove, or destroy identification labels.

8.2 CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

1. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
2. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an

unsupervised area, it will be taken to the library or the main office and may result in disciplinary action.

9. REPAIRING OR REPLACING YOUR CHROMEBOOK

Students shall not at any time or for any reason attempt to repair a Chromebook, themselves or by third-party vendor, service agent, or repair person. Failure to strictly adhere to this policy may subject a student to damages including, but not limited to, the cost of the device, its accessories, and civil liability for any damage done to the District as a function of such misuse.

9.1 SCHOOL DISTRICT PROTECTION, WARRANTY, AND INSURANCE (INCLUDES REPLACEMENT COSTS)

1. The Chromebook warranty covers device malfunctions at no expense to the user.
    a. It warrants the Chromebook from defects in materials and workmanship
    b. The limited warranty covers normal use, mechanical breakdown, and faulty construction.
    c. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
2. The District will not make cosmetic repairs to devices.
3. The fee for a lost Chromebook will be the replacement cost of the device. The same applies for the charger and case.

9.2 PERSONAL HOME OR HOMEOWNER COVERAGE

1. Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
2. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

9.3 CLAIMS

All insurance claims must be reported to the school. Students or parents must provide a police report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

10. STUDENT AND PARENT/GUARDIAN DIGITAL CITIZENSHIP AND AUP CONTRACT

The Elmwood Park School Board recognizes that as new technology changes the way that information may be accessed and communicated by society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship. Internet access is consistent with the goals and objectives of the district, including preparing our students to be citizens of the 21st century. District 401 continues to provide this access to teachers, students, and the community in order to facilitate resource sharing, innovation, and communication.

Elmwood Park CUSD 401 educators will provide guidance and instruction to the students in the appropriate use of such resources. The Board of Education expects that students will use appropriate and responsible behavior on the school network and in the accessing of all electronic information as independent researchers. Elmwood Park CUSD 401 retains the following rights and recognizes the following obligations:

1. To monitor the use of online activities. This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review. EPCUSD 401 reserves the right to restrict online destinations through software or other means.
2. To supervise students, control electronic equipment, or otherwise have occasion to observe student use of equipment online. Staff members shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of EPCUSD 401.
3. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to EPCUSD 401-owned equipment and, specifically, to exclude those who do not abide by the District Acceptable Use Policy, Board Policy Section 6:235, and any other policies governing the use of school facilities, equipment, and materials.

Access to the Elmwood Park CUSD 401 network is a privilege, not a right; therefore, students will be permitted to use these resources upon submission of an agreement form signed by the student and the student's parent/guardian upon entry to the school district. The signed Digital Citizenship AUP Contract will be kept on file as a legal binding document. Failure to comply with the agreement for acceptable use may result in the student's loss of access to the network as well as other disciplinary action, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.

Technology use in EPCUSD 401 is governed by the Children's Online Privacy Protection Act (COPPA) and Family Education Rights and Privacy Act (FERPA). More information can be found at https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy and https://studentprivacy.ed.gov/ferpa.

11. GOOGLE WORKSPACE FOR EDUCATION PLUS

Elmwood Park CUSD 401 is excited to utilize Google Workspace for Education Plus for its students, teachers and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience. Google Workspace includes free, web-based word-processing, calendar, presentation, drawing, email, forms, and spreadsheet programs which are now available for all EPCUSD 401 students. Using these tools, students collaboratively create, edit, and share files and websites for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected device. Collaboration and communication will be restricted to only accounts within the epcusd401.org portal. Students will not be able to receive communications or documents from outside this password-protected portal. Google's terms of use can be found at: https://www.google.com/apps/intl/en/terms/user_terms.html

Students will follow school and district policies for appropriate use when using Internet based services like G Suite for Education. These services are considered an extension of the school's network. Students have no expectation of privacy in their usage on their school account. Service administrators have the right and ability to monitor users' accounts for policy and security enforcement. School staff will monitor student use of applications when students are at school. Parents/guardians are responsible for monitoring their child's use of applications when accessing Google Apps from home. Students are responsible for their own behavior at all times. For more information on EPCUSD 401's network guidelines for students please refer to the District Acceptable Use Policy and Section 6:235 of the EPCUSD 401 Board Policy.

Students will use these tools available to all Google Account Members (these tools include, but are not limited to):

1. Custom Gmail address (Grades 3-12 only)
2. Calendar to enter school assignments and activities
3. Drive for creating or sharing online documents (with tools similar to Microsoft Word, PowerPoint and Excel)
4. Google Sites, Earth and Maps

12. STUDENT EMAIL (GRADES 3-12 ONLY)

All student Electronic Mail (email) accounts are property of Elmwood Park Community Unit 401. Email activities must comply with the District Acceptable Use Policy and the Board of Education Policy 6:235. The user accepts all responsibility to understand the policy. The primary purpose of the student electronic mail system is for students to communicate with staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities of appropriate legal action.

1. Use of the email system will align with the school's code of conduct and the code will be used for

discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.

2. Electronic mail from the 401 domain can be checked from home or from school computers. Messages posted on the district's email system which are reasonably foreseen to cause disruption to the school environment or normal and acceptable school operations will be subject to disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.
3. The email system cannot be used to operate a personal business. The account may not be sold or otherwise re-assigned without written consent of the District 401 Director of Technology. The account may be revoked if used inappropriately.
4. Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults or other students to lure them into inappropriate and/or dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
5. Electronic mail sent or received by the 401 domain is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to investigate allegations of violations of the school's code of conduct or other wrongful acts, or to recover from system failure.