

Clayton Municipal School District

One-to-One Technology
ChromeBook Procedures & Information Handbook
2019-2020



TOGETHER FOR STUDENT SUCCESS

7th – 12th

Clayton Municipal Schools will grow successful lifelong learners through the commitment and unity of all by supporting students in utilizing and demonstrating mastery of grade level technology continuum skills.

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BACKGROUND INFORMATION

The focus of providing ChromeBooks in the Clayton Municipal Schools is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the ChromeBook. The individual use of ChromeBooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The ChromeBook is a “next generation” device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with ChromeBooks integrates technology into the curriculum anytime, anyplace.

Goals for Student Users

1. To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in pilot projects.
2. To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
3. To facilitate mobile learning across the school campus and beyond.
4. To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

I. Receiving and Returning a ChromeBook

A. Receiving a ChromeBook

1. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a ChromeBook, a case, and an AC charger.
2. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a ChromeBook is issued to the student.
3. ChromeBooks will be labeled in a manner specified by CMS and this will be linked to the serial number.
4. The ChromeBook and district issued email account are the property of the CMS District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a ChromeBook or a school supplied or supported email service.
5. If no lease agreement is signed, your child will be responsible for checking in and out his/her device through the designated area.

B. Returning a ChromeBook

1. ChromeBooks and all CMS accessories will be returned during the final week of school so they can be checked for serviceability. (This may change for students taking summer school.)
2. ChromeBooks must be returned immediately when a student transfers out of the CMS District, suspended or expelled, or terminates enrollment for any reason. If you transfer out of the CMS District your device and all accessories must be checked back in before your cumulative folder will be released.

C. Fines Related to a ChromeBook

1. ChromeBook, district provided case, and AC charger will be turned in to the CHS Office, when requested, in satisfactory condition. ChromeBooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the ChromeBook. The CMS Administration will make the final determination of any fees assessed.
2. If a student fails to return the ChromeBook, the student/parent/guardian will pay the replacement cost of the ChromeBook, or, if applicable, any insurance deductible. Failure to return the ChromeBook will result in a theft report filed with the Clayton Municipal Police Department.

II. Taking Care of a ChromeBook.

Students are responsible for the general care of the ChromeBook they have been issued by the CMS. ChromeBooks that are broken or fail to work properly must be given to the Office for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned ChromeBook or their login.**

ChromeBooks are the property of the CMS District and all users will follow these procedures and the CMS Acceptable Use Policy.

A. General Precautions

1. While the ChromeBook is considered scratch resistant, the ChromeBook will scratch. Avoid using any sharp object(s) on the ChromeBook.
2. The ChromeBook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the ChromeBook.
3. Do not attempt to gain access to the internal electronics or repair of a ChromeBook. If a ChromeBook fails to work or is damaged, report the problem to the principal or secretary.
4. There is no "jail breaking" of this device
5. Never throw or slide a ChromeBook.
6. Cords and cables must be inserted carefully into the ChromeBook to prevent damage.
7. ChromeBook and district provided case must remain free of any writing, drawing, stickers, or labels that are not the property of the CMS District.
8. ChromeBooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
9. ChromeBooks have a unique identification number and at no time should the numbers or labels be modified or removed. If the serial number sticker is removed it will be considered vandalism of school property and grounds for disciplinary action.
10. ChromeBooks must never be left on top of a locker (ex: locker room), in an unlocked car, or in any unsupervised area.
11. ChromeBooks should be placed in the top locker compartment to avoid putting any pressure on the screen.
12. ChromeBooks must not be left in a vehicle or a location that is not temperature controlled.
13. ChromeBooks must be charged for school each day. **This is the student's responsibility!**
14. ChromeBooks are assigned to individual students and the responsibility for the care of the ChromeBook solely rests with that individual. Students should not lend their ChromeBooks to another person.
15. **PLEASE DO NOT ATTEMPT TO CONTACT SAMSUNG SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.**

B. Carrying ChromeBooks

The protective case provided with the ChromeBook has sufficient padding to protect the ChromeBook from normal treatment and provide a suitable means for carrying the device within the school. The ChromeBook must be protected by the case at all times.

III. Using a ChromeBook at School

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

A. ChromeBooks Left at Home - If a student leaves the ChromeBook at home, the student is responsible for getting the coursework completed as if the ChromeBook were present.

B. ChromeBook Undergoing Repair - Loaner devices may be issued to students when their ChromeBooks are being repaired by the school. A limited number of "loaner" devices are available so having a "loaner" is not guaranteed.

C. Charging a ChromeBook's Battery

1. ChromeBooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
2. In cases where the battery does "run out," students may be able to connect their ChromeBook to a power outlet in class.

D. Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

E. Sound, Music, Games, Software/Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds.
3. Music is only allowed on the ChromeBook at the discretion of the teacher.
4. All software/apps must be district provided. Data storage will be through apps on the ChromeBook, i.e., Google Docs, Notepad, etc.

F. Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher.
2. Plagiarism is a violation of the CMS District rules. 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 and violators will be subject to CMS discipline. Violation of applicable state or federal law may result in criminal prosecution.

G. Home Internet Access - When not on the school network, the ChromeBook does have a filter for the Internet! However, it is strongly recommended that parents monitor student Internet access.

Parents/guardians, please take the necessary precautions for internet safety with your student!

For more tips, please see the "Parent's Guide to Safe and Responsible Internet Use".

REMINDER: CMS provides internet filtering on the district's network by using both Untangle and GoGuardian. GoGuardian is the only Internet filtering provided off school grounds. *It is the family's responsibility to monitor the student's use of the internet outside of the school setting.*

1. Students are allowed to set up wireless networks on their ChromeBooks. This will assist them with ChromeBook use while at home. Printing at home will require a wireless printer, proper settings on the ChromeBook and the correct app.
2. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
3. All activity on the ChromeBook and district issued email account, whether conducted at school or off site, is subject to search as District property.

H. Using the ChromeBook Camera

The ChromeBook comes equipped with both camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

I. Network Connectivity

The Clayton Municipal School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

IV. Repairing or Replacing a ChromeBook

A. School District Protection

CMS has purchased these ChromeBooks and will generally assume the financial liability for ChromeBook repairs or replacement due to normal and typical daily use.

B. Fee for Incidental Damage

In the case where a ChromeBook or district issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the ChromeBook. The CMS Administration will make the final determination of any fees assessed.

C. Claims

1. All insurance claims must be reported to the school office. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a ChromeBook can be repaired or replaced.
2. In the event of a lost or stolen ChromeBook, CMS may deploy location software which may aid in recovering the ChromeBook.
3. Failure to report a stolen ChromeBook in a timely manner may result in a request for compensation for the replacement cost of the ChromeBook.

Appendix A

FREQUENTLY ASKED QUESTIONS

1. **What are my responsibilities as a parent/guardian in terms of replacement of the ChromeBook if it is damaged, lost or stolen?** The Clayton Municipal School District will be responsible for the repair of the ChromeBook for normal wear of the unit. If the ChromeBook is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (\$235/Chromebook device & \$24/case). The District regards the ChromeBook as all other materials that are checked out to a student ex: library materials, sports equipment, etc. **We recommend that all families consider contacting their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.** "Lost, damaged, or stolen ChromeBooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally the subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage."
2. **What are the replacement costs of the ChromeBook and accessories?** ChromeBook: \$235
3. **Does my child have to accept a ChromeBook?** A ChromeBook will be checked out to each 7th - 12th grader for the remainder of the 2019-2020 school year for use at school and to take home. If a parent/guardian does not want the child to take a ChromeBook home, the parent may submit that request in writing to the office. In this case the student will need to check the ChromeBook in and out of the Computer Lab each day.
4. **As a parent/guardian, how do I monitor my child's use of the internet?** CMS provides internet filtering on the district's network by using both Untangle and GoGuardian. GoGuardian is the only Internet filtering provided off school grounds. *It is the family's responsibility to monitor the student's use of the internet outside of the school setting.* Please see the attached document entitled "*Parents' Guide to Safe and Responsible Student Internet Use.*"
5. **What if we don't have wifi at home?** A ChromeBook's use is maximized with wifi, but an internet connection is not a necessity. In a survey last winter, the vast majority of families indicated that they have

internet capability at home. If a family does not have wifi, a student may use the ChromeBook at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available.

6. **What if a student forgets to charge the ChromeBook?** There will be limited power outlets in the classrooms. Students who consistently come to class unprepared without a charge will be dealt with on an individual basis.
7. **Will students keep the ChromeBook for the summer?** ChromeBooks and all CMS accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. A ChromeBook *may* be made available for students taking summer school classes that require use of the ChromeBook with approval from site administration and the technology coordinator.

Please feel free to contact the Clayton Municipal Technology Department with any questions or concerns that you might have regarding the ChromeBooks or student use of the device.

Appendix B

Parents' Guide to Safe and Responsible Student Internet Use

The Clayton Municipal Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the ChromeBook.

1. **Take extra steps to protect your child.** Encourage your child to use and store the ChromeBook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Limit the time your student is on the ChromeBook.** While the ChromeBook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the ChromeBook is cared for and when and where its use is appropriate.
8. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the ChromeBook.
9. **Read and share with your child the CMS One-to-One Technology, ChromeBook Procedures and Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

1. Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
2. Monitor your child's computer use. Know their passwords, profiles, and blogs. When the ChromeBooks are taken home by the student, it is strongly recommended that it will always be used in a common family location.
3. Let children show you what they can do online and visit their favorite sites.
4. Set limits and clear expectations for computer use.

5. Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

User Agreement A

ACCEPTABLE USE OF TECHNOLOGY AND COMMUNICATION RESOURCES BY STUDENTS

Purpose Statement:

Students are reminded that the use of district technology, including the Internet and other communication resources, is a privilege, not a right. District technology is defined as any device or software owned by the district, or contracted for use by the district, for the specific and limited

purpose of supporting the educational mission of the district that allows communications between individuals or groups, including but not limited to: desktop and portable computers; modems and software used to connect over a telephone line to the district's computer network; file servers, web servers, virtual servers, and print servers; projection devices, software applications, and the variety of electronic devices, such as cell phones, pagers, and personal digital assistants that electronically transmit information between users and provide wireless connectivity for accessing and utilizing district resources.

The primary purpose of providing access to district resources is to enhance teaching and learning, thereby better preparing students for success in life and work. This access is provided to increase communication within the District, enhance productivity and assist users in improving their skills. Access is also provided to assist in the sharing of information with the local community, including parents/guardians, social service agencies, government agencies and businesses.

Security Measures:

Each authorized user will be issued identification and personalized passwords in order to access the system. Students must have a signed Student Internet Acceptable Use Permission Form indicating acceptance of the policies, rules, and procedures on file in order to receive district approval to access district technology resources. Students are prohibited from providing access to others with the use of their identification and password, and are subject to discipline up to and including loss of privileges related to the use of district technology and network access, and may include criminal penalties, should they provide prohibited access.

Privacy Rights:

The District retains the right to monitor, access, and review all messages or information, e.g., files, created, received or sent over, or stored on, District technology and communication networks at all times and without notice in order to determine compliance with acceptable use of the District's resources. Individuals using district technology resources must have approval to use any or all district technology resources. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.

General Use Rules

- To preserve security, students should protect their computer passwords and not disclose it to any peer. If a password is improperly disclosed, it will be changed immediately.
- Designated school personnel may conduct random checks of students who are online with the Internet or other computer network for the purpose of ensuring compliance with Board Policy and the Acceptable Use Rules.

Rules of Network Safety and Acceptable Use

All students are expected to abide by the generally accepted rules of network safety and acceptable use. These rules include the following:

- All use of the Internet or other communication resources must be in support of education and research and consistent with the policies, goals and objectives of the District. The use of online social networking sites, such as chat rooms, wikis, blogs, forums and other applications (e.g. Web 2.0) will be allowed only in controlled, staff supervised settings, and for valid school-related and/or instructional purposes. All other uses are prohibited. "Social networking," as used in this policy, means establishing, maintaining, posting to, or otherwise participating in an electronic community on websites, blogs, or through accounts on social networking sites.
- Online social networking sites are an extension of the classroom. Therefore, students must adhere to classroom and building rules and procedures as outlined in student handbooks. Appropriate language must be used at all times. Students will not swear, use vulgarities or any other inappropriate language, bully, or engage in activities that are prohibited under state or federal law.
- Transmission of any material in violation of any United States or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening, inflammatory, derogatory, libelous or obscene material or images, child pornography, or material protected by trade secret. In addition, the transmission of any material that causes disruption to the learning environment or is harmful to minors is not allowed.
- Students will not tamper with hardware or software, destroy someone else's computer files, copy or download computer data, software or programs without authorization, create anonymous postings, or intercept and/or disclose electronic communication, including email, while it is in transit.
- Harassment, discrimination, defamation, "cyber-bullying" and vandalism will not be tolerated. Harassment is behavior toward another based on any personal characteristic, such as, but not limited to, race, sex, or disability that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment. For purposes of this policy, harassment is defined as the persistent annoyance of another user or the interference of another user's work. Defamation is an intentional publication of a false communication that injures another person's reputation or good name. Vandalism is defined as any malicious attempt to harm, modify or destroy data of another user or network equipment. "Cyber-bullying" is defined as using technology to intimidate, humiliate, manipulate, mislead, threaten, or otherwise harm another person. Vandalism and harassment will result in cancellation of student Internet and computer lab privileges and may result in other disciplinary action consistent with established school and District policies.
- While online, students are prohibited from sharing personal information about themselves or others that implicates their personal or financial security or is otherwise in violation of this policy, including, but not limited to, personal computer passwords, names, addresses, phone numbers, social security numbers, credit card information and so on.
- Students will not use the networks in such a way that would disrupt the use of the networks by other users.
- District technology networks, including email systems, shall not be used for private business ventures, personal gain, political promotion or campaigning.
- All material and information accessible via the network, including computer software, should be assumed to be copyrighted, the private property of the owner, and should not be copied or used by others without permission of the owner of the material or information or authorized as "fair use" under federal copyright laws. The same laws and guidelines apply for use or copying of information on the Internet or other online sources as apply to use and reproduction of printed hard copies of the same information.
- Use of any information obtained via the Internet is at the student's own risk. The Clayton Municipal School District specifically denies any responsibility for the accuracy or quality of information obtained through its technology and communication network resources. All students need to consider the source of any information they obtain, and consider how valid that information may be. It is the student's responsibility not to initiate access to inappropriate materials.
- Guidance will be provided to students about what they should do if they receive any electronic transmission that they feel is inappropriate or makes them feel uncomfortable. In such situations, they are expected to inform school staff.

- Emails received from an unknown person should be deleted and not opened.
- Spamming and/or chain email letters are not allowed. School staff should be contacted when any form of chain letter, virus alert, or other mass email message (spam) is received.
- Students' file directories should be cleaned out when a file is no longer needed. All student files should be deleted at the end of the school year.

Penalties for Improper Use

Violation of these rules, applicable state and federal laws or posted classroom, school, and district rules will result in loss of network and computer lab privileges and/or other disciplinary action as defined in the appropriate handbooks, up to and including suspension or expulsion. Violations could also lead to referral to legal authorities for prosecution under applicable laws.

Access to district technology resources may be denied or terminated if one is identified as a repeat offender, or if an initial offense is of sufficient severity to justify immediate denial of access to district technology resources. The Clayton Municipal School District recognizes the need to provide technology to further the educational goals and mission of the District. The Internet and communication resources provide unique educational opportunities and challenges to a learning community. Licensed staff have a professional responsibility to blend thoughtful use of such information with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Staff shall adhere to the guidelines for instructional resources and the goals for the selection of instructional materials contained in Board policy.

In compliance with federal law requirements, an Internet filtering device shall be used on all District computers that access the Internet in an effort to protect against access to visual depictions that are obscene, child pornography and materials harmful to minors.

Internet/Network

We are pleased to offer students of the Clayton Municipal Community School District access to the District electronic communication network. To gain access to these services, all students must obtain parental permission during registration. The permission form will be completed once at each of the student's educational levels: elementary, middle and high school. Access to the network will enable students to explore thousands of libraries, databases, and electronic bulletin boards throughout the world. Families should be warned that some materials accessible via the network may contain items that are illegal, defamatory, inaccurate, or offensive to some people. While our intent is to make network access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the individual benefits derived from accessing the network, in the form of information resources and the opportunities for collaboration exceed any disadvantages. While access to the network will be supervised, parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, the Clayton Municipal School District supports and respects each family's right to decide whether or not to apply for access.

Students will be held responsible for their conduct (actions and words) while using the school computer network just as they are at any other time in school. Communications on the network are often public in nature and our expectations for student behavior will be the same as that for any event in which students appear before the general public.

The network is provided for individuals to conduct research and communicate with others. Access will be granted to those students who agree to act in a considerate and responsible manner and who have submitted a signed parental permission form. Please remember, however, that network access is a privilege, not a right; the District reserves the right to deny or cancel network privileges to any individual using the network in an inappropriate and/or irresponsible manner.

Individual users of the District computer network are responsible for their behavior and communications over the network. Users will comply with District standards and will honor the agreements they have signed. The District is not responsible for the individual misuse of District electronic media.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on the District servers will always be private.

The following are not permitted and are considered violations of this policy:

- Damaging computers, computer systems or computer networks
- Participating in any activities deemed inappropriate by building administrator
- Deliberately trespassing in another's folders, work, or files

First violation: Restriction from independent computer use for three weeks.

Second violation: Restriction from independent computer use for the equivalent of one quarter.

Third violation: Restriction from independent computer use for the equivalent of one calendar year.

Restricted students may use the computer under the direct supervision of a classroom instructor for required class projects. Regaining independent use after a suspension will only occur after a meeting with the student, parents, teachers and administration.

User Agreement B

Technology Parent Permission Agreement

Rules and Appropriate Usage

The Clayton Municipal Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for educational purposes for which it was intended. The Chromebooks issued to students are the property of Clayton Municipal Public Schools. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school and/or home, students and parents or guardians must sign an Acceptable Use Policy, Parent Permission Agreement, and the 1:1 Technology Student Expectations Agreement.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

USE OF EQUIPMENT (Hardware and Software)

- Student must have a permission slip signed by a parent/guardian on file with the Clayton Municipal School District to use the Chromebook and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Clayton Municipal School.
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

THE NETWORK

- Online time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.

- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, spyware while at school, on the District network, or transferring to the District network will be considered a violation.

PRIVACY

It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.

APPROPRIATE LANGUAGE

The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

MANAGEMENT

Clayton Municipal Community Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate.

Responsibilities

By signing the Acceptable Use Policy, Parent Permission Agreement and the 1:1 Technology Student Expectations, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Required precautions include the use of the protective case and shoulder strap when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook, protective case and/or AC power adaptor. Replacement cost (\$235/Chromebook device).

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the Technology Director or Technology Associate for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the Acceptable Use Agreement or Student Expectations Agreement, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

SOCIAL MEDIA GUIDELINES

Educational Purpose

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

Teacher Responsibility

- Ensure suggested sites are age appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act Laws and District Policies.

Student Responsibility

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 Technology Student Expectations. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personnel immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Acceptable Use Policy (AUP), building specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

Parent/Guardian Responsibility

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise
- Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor. Replacement cost (\$235/Chromebook device & \$24/case).

User Agreement C

Technology Student Expectations

As a learner I will:

- I. Look after my Chromebook very carefully all of the time.
 - A. Chromebooks will never be left unattended
 - B. Chromebooks must be situated securely on the working surface
 - C. Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay)
 - D. Take care when the Chromebook is transported that it is as secure as possible.
 - E. Chromebooks MUST be carried in its protective case, using the shoulder strap at all times.
 - F. Carry my Chromebook in the closed position with two hands.
- II. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
- III. Store my Chromebook in my locker when not in use (i.e. lunch, phy ed, etc.). The Chromebook should be in its case when stored in my locker and no items will be stacked on top of it.
- IV. Be on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Clayton Municipal Schools staff.
- V. Print only after teacher gives permission.
- VI. Not decorate the Chromebook and not allow it to be subject to graffiti.
- VII. Not install or download additional software.

Consequences for Violation of Chromebook Rules:

Please review the Parent/Student Handbook for building specific consequences for violations of Chromebook user rules. By signing the User Agreement, you commit to the student expectations and understand the consequences for violation.

User Agreement D

User Agreement and Parent Permission Form

As a user of the Clayton Municipal School's computer network and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with the following user agreements contained in the Chromebook Procedures and Information Handbook:

- Acceptable Use Agreement
- Technology Parent Permission Agreement
- Technology Student Expectations

Student Name _____ Student Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the following user agreements contained in the Chromebook Procedures and Information Handbook:

- Acceptable Use Agreement
- Technology Parent Permission Agreement
- Technology Student Expectations

Parent/Guardian Signature _____ Date _____