

Garner-Hayfield-Ventura Community School District
Acceptable Use Policy for School Chromebooks 2018-19 School Year (7th-12th Grade)

The focus of the one-to-one Chromebook program at the Garner-Hayfield-Ventura School is to prepare students for their future, a world of digital technology and information. The 21st Century Skills in Education requires that technology be integrated throughout the curriculum. By increasing student access to technology, it allows each to learn at their full potential and prepare them for the real world of college and the workplace. This technology encourages problem solving and critical thinking skills, yet does not diminish the teacher from facilitating the learning. The Garner-Hayfield-Ventura CSD, following the CIPA requirements, has safety policies and technology protection in place to filter and monitor the online activities of minors/students.

This agreement is made effective upon receipt of a Chromebook between the Garner-Hayfield-Ventura School (GHV), the student, and his/her parent or legal guardian. The student and parent(s), in consideration of being provided with a Chromebook and related materials for use while a student at GHV agree to the following:

Equipment and Accessories:

GHV has the sole right of possession of the Chromebook and any related equipment and gives the student permission to use the device and accessories according to the guidelines stated in this document. The GHV administrative staff retains the right to collect and/or inspect the device at any time, including by remote access, and to add, delete or change installed software and hardware. GHV administration may deny, revoke, suspend, or limit a student's network account at anytime without prior notification.

GHV will retain records of serial numbers of the Chromebooks and to whom they are assigned. GHV will stock a limited number of Chromebooks that may be loaned out if the assigned device becomes inoperable; however, GHV cannot guarantee a loaner may be available at all times. Report all Chromebook problems immediately to the Technology Department. The student may not keep a broken Chromebook or avoid using a Chromebook due to loss or damage. If a student forgets to bring the device or power adapter to school, a substitute may or may not be provided.

The student is solely responsible for bringing the fully charged Chromebook to school each day. The student is solely responsible for any data stored on the Chromebook. It is the responsibility of the student to backup such data as necessary to a flash drive if not saved on Google Drive. Work lost due to mechanical failure or accidental deletion is not an acceptable excuse for not submitting work.

Additional files such as music files, video files, and applications not related to schoolwork may be deleted without notification upon discovery and may result in a violation of the Internet Acceptable Use Policy.

Personal use is permitted so long as it does not interfere with the school mission or educational activities, does not interfere with or negatively impacts any other person or entity, and does not conflict with any rule or law. GHV Chromebooks are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.

Chromebooks will be treated in the same manner as other school owned educational tools. Therefore, all Garner-Hayfield-Ventura School policies, rules, handbooks, contracts, directives, including disciplinary measures apply to the Chromebook use.

GHV cannot guarantee that content stored on Chromebooks or Google's server will be private. Garner-Hayfield-Ventura Schools respect the rights of its employees and students; however, GHV is also responsible for servicing and protecting its property. Although not routinely monitored, GHV reserves the right to monitor using a variety of methods or access school Google accounts and Chromebooks if it suspects or is advised of possible breaches of security, harassment, or other violations of school policy, rules, regulations, or law, or if there is evidence of data or other intellectual property that belongs to another person.

Student disenrollment from GHV requires the Chromebook be returned promptly, and any damage fee be paid before report cards will be distributed. All Chromebooks will be collected before the end of the school year for maintenance and repair. Students will retain their original junior high Chromebook each year while enrolled at GHV Junior High and will receive the same computer when school reconvenes in the fall. Students will retain their original high school Chromebook

each year while enrolled at GHV High School and will receive the same computer when school reconvenes in the fall. To protect the GHV asset, the administration retains the right to assign probationary privileges to students at a minimum of the following: newly arriving student to the district, students with poor attendance records, students who have violated the Acceptable Use Policy, students whose parent/guardian requests the student not take the Chromebook home.

Students on the probationary list will be required to turn in their Chromebook to the technology department at the end of each day. The technology department will secure the equipment for the night and the student will be allowed to check it back out on a daily basis. Disciplinary actions will be handled on a case-by-case basis at the discretion of the building principal.

The student is responsible for reasonable care and use to ensure the Chromebook is not damaged. Treat this Chromebook with as much care as if it were your own. Instructions for care are included in this document. If damage is caused by negligence, as determined by the administration, the student and parent or guardian will be billed a fee according to the Chromebook Loan Agreement.

Examples of gross negligence include, but are not limited to: leaving the computer unattended and unlocked resulting in loss or damage, lending equipment to others other than one's parent/guardian, using the computer in an unsafe environment, or using the computer in an unsafe manner.

All repairs and service must be processed through the Garner-Hayfield-Ventura school technology department. Do not attempt to repair the Chromebook on your own or to contact the equipment manufacturer.

Using the Chromebook at School

Students are responsible for the ethical and educational use of technology resources at the Garner-Hayfield-Ventura School. Access to these resources is a privilege not a right. Each employee, student, and/or parent or legal guardian will be required to follow the Acceptable Use Policy. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, cyber bullying and computer viruses.

Chromebooks are intended for use at school each day and brought to all classes, unless specifically advised not to do so by the teacher. Chromebooks are intended for educational use as directed by teachers and administration. (For example, during the school day gaming or other uses not approved by a teacher is a violation of the acceptable use policy.) Repeat violations of this policy may result in disciplinary action.

Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures may result in disciplinary action. Students may choose a Google account password. All passwords must be shared with the technology department. If a student changes his or her password, he or she must inform the technology department.

Sound must be muted at all times unless the teacher gives permission for instructional purposes. Headphones may be used at the discretion of the teacher.

Only school-approved applications are to be loaded on the Chromebook. Students must not intentionally interfere with the functioning of a GHV Chromebook.

File sharing, file-sharing programs, or the installation and/or use of any Internet-based file-sharing tools are prohibited. File sharing programs such as, but not limited to, BitTorrent, LimeWire, Spotify, Kazaa, Acquisition and others may not be used to facilitate illegal sharing of copyrighted material (music, video, and images).

Violations of the AUP may result in disciplinary action or loss of Chromebook and network privileges. THE GHV network and Chromebook may NOT be used for the following, but not limited to: illegal activity, access or transmitting offensive materials, hate mail, material advocating violence or discrimination, obtaining obscene or pornographic material, creating or forwarding inappropriate (mean-spirited, racist, pornographic, false, etc.) material, using another person's account (with or without his or her permission), accessing or modifying other users' accounts, files, or passwords, or any action that deliberately disrupts network service or damages equipment or data. GHV empowers the GHV faculty to set boundaries within their classrooms. Individual teachers may set further restrictions for their

classrooms.

General Precautions, Maintenance, and Cleaning:

- * Always set the Chromebook on a hard, stable work surface, and keep the ventilation open.
- * Keep the Chromebook from sources of liquid, such as drinks, sinks, bathtubs, showers, pools, and so on.
- * Protect the computer from wet weather, such as snow, fog, or rain.
- * Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- * Always use the carrying case provided when transporting the Chromebook. Secure small loose items (such as paper clips, coins, or staples) that could get stuck inside the Chromebook. Only the Chromebook is to be in the case as books, etc. can put pressure on the Chromebook screen, causing it to break.
- * Do not charge the Chromebook while in the case. Place the Chromebook on a hard surface when charging.
- * Chromebooks must be free from stickers, writing, drawing, or labels other than those applied by the district. Each Chromebook will have a school inventory tag, and this tag may not be removed or altered.
- * Chromebooks should not be exposed to extreme heat or cold (e.g. don't leave it in the car).
- * Do not lean or put pressure on the top of the Chromebook when it is closed and do not put anything against the Chromebook that could cause pressure to the screen.
- * Do not poke the screen with anything that may mark or scratch the screen surface.
- * Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, earbuds)

To clean, shut down the Chromebook and detach the power adaptor. Use a damp, soft, lint free cloth to clean the Chromebook exterior and screen. Avoid getting moisture in any opening and do not spray any type of liquid directly on the Chromebook. Do not use aerosol sprays, solvents, or abrasives.