STUDENT TECHNOLOGY HANDBOOK

Earle School District

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Introduction

The following policies refer to the use of an individual student computing device, the Google Chromebook. In addition to this student handbook, students are required to follow all the guidelines outlined in the Earle School District's current "Technology Acceptable Use Policy." As Earle School District's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the Earle School District's website for the most up-to-date information.

CARE AND MAINTENANCE OF THE GOOGLE CHROMEBOOK (DEVICE)
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1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's library media center as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never expose a device to long term extremes in temperature or direct sunlight. A car is not a good place to store your technology

3. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device. Only canned air should be used to blow dust off devices.

4. The district-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment. Students may purchase and decorate their own case if approved by the Tech Department.

5. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Tech Center.

6. Never throw or slide any technology.

7. Avoid placing weight on the device.

8. Avoid eating or drinking near the device.

9. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.

10. Care must be exercised when plugging and unplugging accessories from the USB, charging, or HDMI ports. Student-issued device accessories are the responsibility of the student.

11. District-owned devices have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.

12. Your device is an electronic device and care must be exercised when handling.

13. Device should not be used to make personal profits, gain or monies.

INSURANCE

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The replacement cost of the Google Chromebook is approximately $235.00 and includes the device and power adapter.

Families may purchase additional insurance through the school for the school year. This insurance covers the first two accidental breaks of the device.   Additional accidental breaks after the first two will be charged to the student. Identified intentional damage will be charged to the student and insurance will not be used. Manufacturer defect or manufacturer part failure will be replaced by the district at no cost to the family.

2017 / 2018 School Year (full year)
- 1 Year - $0 Deductible – Accidental Damage and theft.
- Cost per device- $25.00 per year ($10.00 Late Fee after September 15).
- For Reduced Lunch - $15.00 ($10.00 Late Fee after September 15).
- For Free Lunch - $10.00 ($5.00 Late Fee after September 15).

Failure to return a device in a timely fashion may result in legal action or payment in full ($235.00).

In the event of theft, loss or damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover up to $235.00 replacement cost.

It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:

- Power Charger and Cable ($50.00)

District-issued software applications (apps or extensions) are needed for student learning and should not be deleted. Modifying the settings of the district-issued device or deleting district-issued software applications app(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES
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In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/ guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.

In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to $235.00 for the repair or replacement of the device.

In the event that a police report is filed for a lost or stolen device, Earle School District may aid the police in recovering the device. All devices are tagged with an asset label. The label is not to be tampered with or removed.

Students who un-enroll from Earle School District during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's tech center. Failure to return a device in a timely fashion may result in legal action or payment in full ($235.00).

DISTRIBUTION OF DISTRICT TECHNOLOGY
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- All district-owned technology devices will be formatted by Earle School District.

- All devices will be collected at the end of the school year. Devices not turned in will be treated as lost or stolen, which may include additional fees and possible legal action.

- Failure to return a device in a timely fashion may result in legal action or payment in full ($235.00).

STUDENT USE OF DISTRICT TECHNOLOGY
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1. All district-owned technology is the property of Earle School District. The student should have NO expectation of privacy of materials found on any district devices and as a result may be seized and owned technology or a school supplied or supported email service can be reviewed at any time.

2. Only School Issued GMAIL IDs are allowed to be used on the Chromebooks. The student should be the only one to use their device. No one else outside of the student should use the device. The student is responsible for anything that happens on their Chromebook.

3. Chromebooks come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity to the Internet.

4. Devices are not to be opened or used in bathroom or locker room areas.

5. While personalized screen-savers 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 such actions are subject to disciplinary action.

6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

7. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Offline files should be backed up to the student's Google Drive account.

8. The District issued device is designed as a tool for learning; misuses of the device may result in disciplinary action.

9. 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.

10. A student should not share their personal security code with anyone. Responsibility for the contents/actions of the device rests solely with that individual.

11. All care, handling and appropriate use is in effect during the school day.

12. Devices are equipped with a CIPA filter. Students should not try to disable or circumvent the filter to get to material considered inappropriate or illegal. Students browsing or possessing inappropriate or illegal material on their device will face disciplinary and possible legal consequences.

13. Earle School District makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. Backing up files to the district's servers is recommended.

PARENT RESPONSIBILITIES
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Your son/daughter will utilize a Google Chromebook at school to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will discuss our family's values and expectations regarding the use of the Internet and email.

- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.

- I will report, to the school, any problems reported to me about the device.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)
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- In order for Earle School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

- Earle School District utilizes several computer software applications and web-based services, operated not by Earle School District but by third parties. These include Google Apps, Apple ID, Moodle, Edmodo, and similar educational programs.

- In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

- The law permits schools such as Earle School District to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

- This form will constitute consent for Earle School District to provide personal identifying information for your child consisting of first name, last name, email address and username.

- This form will constitute that as a condition of your child's use of the technology resources, you release the district and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources. You also release the district and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the district's technology resources.

- You authorize the district to consent to the sharing of information about my child to website operators as necessary to enable your child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

- You understand that data your child sends or receives over the technology resources is not private. You consent to having the district monitor and inspect your child's use of the technology resources, including any electronic communications that your child sends or receives through the technology resources.

- You understand and agree that your child will not be able to use the district's technology resources until this agreement has been initialed and signed by both you and your child.

- Please be advised that without receipt of the attached initial/signature form, your enrollment package will not be considered complete as Earle School District will be unable to provide your student(s) with the resources, teaching and curriculum offered by our learning program.

Google Apps for Education

The following services are available to each student and hosted by Google as part of Earle School District's online presence in Google Apps for Education:

- **Drive**- Unlimited storage of online file storage accessible anywhere they have an Internet connection.
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Sites** - an individual and collaborative website creation tool.

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 computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Q: **Who will receive a Google Chromebook?**

A: All 7th-12th grade core curriculum teachers will receive Chromebooks to issue to students during classroom instruction.

Q: **In challenging economic times, how are you able to afford Google Chromebooks for students?**

A: The financial means to purchase the Google Chromebooks was made possible through a bond issue that was passed by district residents. Operational funds were not used in this initiative.

Q: **What happens if my Google Chromebook is damaged, lost or   stolen?**

A: The Google Chromebook is the responsibility of the student. Each Google Chromebook comes with a limited warranty program. Should a Google Chromebook be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. The filing of a police report by the parent/guardian will be required to complete the insurance claim.

In the event that a Google Chromebook is damaged intentionally the student will be charged up to $235.00 for the repair or replacement of the Google Chromebook and power cord. If the Google Chromebook is stolen, the filing of a police report by the parent/guardian will be required. The Earle School District may deploy location software that may aid in recovering the Google Chromebook.

Q: **Is the Google Chromebook durable enough to stand up to typical student usage?**

A: Yes. The model Chromebook that was selected is considered highly durable but care will still have to be taken with the device.

Q: **Do parents need/have to sign a contract?**

A: Parents and students must sign a Google Chromebook Acceptable Use Agreement, Parent Responsibility Agreement, and Insurance Form.

Q: **What happens if I do not sign the agreements for my child?**

A: Your student will not receive a Google Chromebook, but will still be held accountable to turn in quality work required by using a device.

Q: **Will the Google Chromebook contain all of the student's textbooks?**

A: While a movement to digital textbooks is in our plans, we are not ready to totally replace student textbooks with digital textbooks at this time.

Q: **Will the Google Chromebooks be filtered for student-accessed content?**

A: Earle School District will be filtering the Google Chromebooks at school. Earle School District has invested in a

mobile CIPA filter that will filter your student's device wherever they are.

Q: **Will Google Chromebooks be password protected?**

A: Pass codes will be required at the time of setup on all Google Chromebooks to protect the security of student work.

Q: **Who will repair inoperable Google Chromebooks?**

A: The Earle School District staff will work to ensure that all students have an operable Google Chromebook. Parents should not take a damaged Chromebook to another repair facility or attempt to repair it themselves.

Q: **Will students be able to take the Google Chromebook home?**

A: No, Students will be not able to take their Google Chromebook home during the school year. It will be provided to them at school to use for school related work, such as classwork and other projects if the appropriate forms are received by the district.

Q: **Will students be able to keep their Google Chromebook during the summer.**

A: No, students will have to turn in their Google Chromebooks daily to their teachers. IT staff will service and update them for the following school year.

Q: **How do I clean my Google Chromebook**

A: The Google Chromebook can be cleaned with a soft, dry, lint-free cloth. **Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Google Chromebook.** Use of unapproved cleaners may remove the protective film covering the face of the Google Chromebook.

Q: **If I have additional questions or concerns about this initiative, whom can I contact?** A: You can contact any building principal by phone or email or the Help Desk 870-792-8716.

Q: **Will students be able to download apps for the Google Play Store?**

A: Specific approved apps and extensions will be made available in the Google Play Store.

Q: **What if I wish to use my personally owned device instead of the Districts?**

A: Only the district- issued Chromebook will be connected to wireless and lessons will be geared towards those devices.

Earle School District

Parent/Student Agreement for Acceptable Use of Technology Resources for Students

The purpose of this Agreement is to grant access to and define acceptable use of the district's technology resources. Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation internal and external network infrastructure, Internet and network access, computers, accessories and peripherals, software, and communication systems.

In exchange for the use of the district's technology resources either at school or away from school, you understand and agree to the following:

A. Your use of the district's technology resources is a privilege that may be revoked by the district at any time and for any reason.

B. You have no expectation of privacy when using the district's technology resources. The district reserves the right to monitor and inspect all use of its technology resources, including, without limitation, school issued and personal email and voicemail communications, computer files, databases, web logs, or any other electronic transmissions accessed, distributed, or used through the technology resources. The district also reserves the right to remove any material from the technology resources that the district, at its sole discretion, chooses to, including, without limitation, any information that the district determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this agreement.

C. The technology resources do not provide you a "public forum." You may not use the technology resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity.

D. The District's technology resources are intended for use only by registered users. You are responsible for your account/password and any access to the technology resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the technology resources and other disciplinary consequences for both you and the person(s) using your account/password.

E. You may not use the technology resources to engage in bullying or harassment, which is defined as:
   Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

   a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;

   b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;

   c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; or

   d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

   Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the district's Code of Conduct/Handbook.

F. If you misuse the technology resources, your access to the technology resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as: visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

4. Bullying (as defined in paragraph E).

5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, this includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.

13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

16. Using the technology resources in any way that violates any federal, state, or local law or rule, or the district's Code of Conduct/Handbook.

G. You must promptly disclose to your teacher or other school employee any content you view or receive over the technology resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

H. It is the policy of the district, as a recipient of certain federal funds, to monitor the online activities of its   minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the district to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3)accessing materials that are   harmful to minors. It is also the policy of the district to educate students about cyber bullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The district does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the district's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The district does not warrant or guarantee that its technology resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the district be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the technology resources.

L. You are responsible for the proper use of the technology resources and will be held accountable for any damage to or replacement of the technology resources caused by your inappropriate use.

Parent/Student Signature Sheet

Acceptable Use Policy

By signing this Student/Parent Agreement sheet, you agree to the statements listed in the Acceptable Use Policy, the district's student technology handbook and all rules and regulations that may be added from time to time by the district. You also agree to follow all rules in the district's Code of Conduct/Handbook and Student Technology Handbook.

As a condition of using the technology resources, you agree to release the district and its board members, agents, and employees, including its Internet Service Provider, from all liability related to your use or inability to use the technology resources.

You understand that data you send or receive over the technology resource is not private. You consent to having the District monitor and inspect use of the technology resources, including any electronic communications that you send or receive through the technology resources.

_____ I choose to purchase device insurance to cover my student's device per the insurance section of the GHAPS Technology Student Handbook.

_____ I choose to decline device insurance and am aware that the full cost of any accidental or intentional breaks of the device including theft and loss are the responsibility of me or my student.

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_____
Parent Signature   Date

_____
Student Signature   Date

Google Apps for Education Parent Permission

By signing below, I confirm that I have read and understand the following:

Under FERPA, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This **does not** include any student demographic or grade information stored in our Student Information system. I also understand that my student's use of Google Apps for Education is governed by the Earle School District Student Acceptable Use of Technology.

My signature below confirms my consent to allow my student to be assigned a Google Apps for Education email account. I understand that I may ask for my child's account to be removed at any time.

_____YES, I give permission for my child to be assigned a full Earle School District Google Apps for Education account. This means my child will receive an email account (grades 5-8), access to Google Docs, Calendar, and sites (grades 5-8).

_____NO, I do not give permission for my child to be assigned an Earle School District Google Apps for Education email account. This means my child will NOT receive an email account but will have access to Docs, Calendar, and Sites.

Student Name: (Print)_____   Grade:_____

Parent/Guardian Signature:_____   Date:_____