

Wauneta-Palisade

Chromebook &

Digital Use Policy

The policies, procedures, and information within this document apply to all Chromebooks used at Wauneta-Palisade Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Students will retain their original Chromebook each year while enrolled at Wauneta-Palisade School. Students will check out their Chromebook at the beginning of each year and check their Chromebook in at the end of each school year. Any student who options out of Wauneta-Palisade School will be required to leave their Chromebook and accessories. Just like a textbook issued by the district, if a Chromebook and/or accessory is lost, the parent/guardian will be held responsible for payment in full.

Taking Care of Your Chromebook:

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your Chromebook to room temperature prior to turning it on.
- Do not leave your Chromebook unattended at any time.
- Do not leave your Chromebook and/or bag on the floor.
- **Chromebooks are to remain in the Chromebook case provided at all times.**

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Student must transport their Chromebook in the provided carrying case. Do not drop or toss the Chromebook at any time, including when it is in the carrying case.

Screen Care:

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

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen. It is NOT a touch pad.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged premoistened eyeglass lens cleaning tissues to clean the screen which are relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebook to all classes charged and ready to operate, unless specifically advised not to do so by their teacher.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones owned by the student may be used at individual teacher discretion.

Managing Your Files and Saving Your Work:

Students will save documents to their Google Drive. If directed by a teacher, 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.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Wauneta-Palisade School. Spot checks for compliance will be done by administration or teachers at any time. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Wauneta-Palisade School acceptable use policy.

Software on Chromebooks:

Originally Installed Software: Google products are free with their student account and can be accessed from any connected computer at home. From time to time the school may add applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Wauneta-Palisade School.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and school identification
- Individual's Google Account username
- Case Labels

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

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.

Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

- **Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.**
- **Student will cover any accidental damage or loss valued less than \$50.00 per incident. In the event of accidental damage or loss greater than \$50.00, the District will cover 60% of the amount of damage or loss and the student will be responsible for 40% of the amount of damage or loss per incident. Total value will be determined by the District at the the time of loss or damage. In no case shall the value be greater than the total cost to replace the item(s).**
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Technology Acceptable Use Policy

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Wauneta-Palisade School network is intended for educational purposes. It is not a public access service or a public forum.
- All activity over the network or when using district technologies may be monitored and retained. Access is a privilege, not a right.
- Access to online content and posting of content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Wauneta-Palisade School makes a reasonable effort to ensure users’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Wauneta-Palisade School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, network systems and internet access. As new technologies emerge, Wauneta-Palisade School

will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Electronic Resources

Wauneta-Palisade School views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of Wauneta-Palisade School to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. These procedures are written to promote appropriate and responsible technology use in support of the mission and goals of its schools. Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. **It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.**

Web Access

Wauneta-Palisade School provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a staff member or submit the site for review.

Email

Wauneta-Palisade School may provide users with email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies. Email accounts should be used responsibly. Users should not attempt to open files or follow links from unknown or untrusted origin. Users are expected to communicate with the same appropriate and courteous conduct online as offline. Email usage may be monitored and archived. All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.

Mobile Devices Policy

Wauneta-Palisade School may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when **using school devices off the school network as on the school network and are expected to treat these devices with care and caution. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school issued mobile devices off the school network may be monitored.**

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and **not opening files or programs of unknown or untrusted origin.** If you believe a computer or mobile device you are using might be infected with a virus, alert a teacher. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run an executable program (.exe) over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a respectful manner and realize that among the valuable content online is unverified, incorrect, or inappropriate content. Wauneta-Palisade School is not responsible for the accuracy of information users access on the internet. Users should use trusted sources when conducting research via the Internet. Users should not post anything online that they would not want parents, teachers, future colleges or employers to see. Once something is posted online, it can be shared in ways not intended and access can become impossible to control.

Plagiarism

Users should not plagiarize (**or use as their own, without citing the original creator**) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should be cautious and responsible when providing personal information, including phone number, address, social security number, birthday, or financial information over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. All messages, comments, images, or any online content that threatens personal safety should be brought to the attention of a responsible individual immediately.

Harassment

Harassment will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of harassment. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. **In**

some cases, harassment can be a crime. Network activity can be monitored and retained indefinitely.

Examples of Acceptable Use

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- With parent permission, posting of student created original educational material, curriculum related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
- Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.
- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

Unacceptable Use

- Providing unauthorized personal information such as an address or phone number.

- Contributing to cyberbullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use.
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Wauneta-Palisade School electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network. Accessing any material that is inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law.

- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes. This is not intended to be exhaustive lists. Users should use their own good judgment when using school technology.

Student Responsibilities

- Students should use emerging communications and collaboration tools to create and personalize networks of experts to inform their education process.
- Students should engage in technology enabled learning experiences that transcend the classroom walls and are not limited by resource constraints, traditional funding streams, geography, community assets or even teacher knowledge or skills.
- Students should see the use of relevancy based digital tools, content and resources as a key to driving learning productivity, not just about engaging students in learning.

Wauneta-Palisade School Rights and Responsibilities

Wauneta-Palisade School recognizes its obligation to protect the wellbeing of students in its charge. To this end, the district retains the following rights:

- To log electronic resource use and to monitor files server space utilization by users, and assume no responsibility or liability for files deleted due to violation of files server space allotments
- To monitor the use of electronic resource activities. This may include real time monitoring of network activity and/or maintaining a log of Internet activity for later review. The District has the right, but not the duty, to monitor any and all aspects of its technology, network systems, and internet access, including, but not limited to sites students and staff visit on the internet and reviewing email.

- To provide internal and external controls as appropriate including the right to determine who will have access to Wauneta-Palisade School owned equipment.
- To exclude those who do not abide by the Wauneta-Palisade School electronic resources policy or other policies governing the use of school facilities, equipment, and materials. A user account may be closed at any time based upon the District's determination that a user has violated this policy.

Disclaimer

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's technology and network systems, including the internet.

- Wauneta-Palisade School makes no warranties (expressed or implied):
 - The District does not warranty that its technology, network systems or internet access will be secure and free of viruses, spyware and/or malware at all times.
 - The District is not responsible for the content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources are the responsibility of the user. The District will not be responsible for any damages relating to the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission.
- **Wauneta-Palisade School reserves the right to change its policies and rules at any time without notification.** The interpretation, application, and modification of this policy is within the sole discretion of the District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal, or the technology coordinator.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents/supervisors

- Detention or suspension from school and school related activities
- Legal action and/or prosecution.

Appropriate disciplinary repercussions will be determined on a case by case basis and will be based upon the nature and seriousness of the individual incident.

Our signatures are an acknowledgment of reading the Wauneta-Palisade School Chromebook policy. By signing this document, we agree to the terms and conditions outlined above.

Parent/Guardian Name (Printed)

Student Name (Printed)

Parent/Guardian Signature Date

Student Signature Date