Deerfield Community School District

One-to-One Technology

Chromebook Procedures & Technology Handbook

**Portions of this handbook provided with permission from Marshall Public School District. **

BACKGROUND INFORMATION

The focus of providing Chromebooks in the Deerfield Community School District 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 a 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.

★ What is a Chromebook?

A Chromebook is a laptop that runs Google's Chrome OS. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. The cloud, simply, refers to software and services that run on the Internet instead of your computer. There is little storage space on a Chromebook, and you are unable to install software. Because of this, they boot in seconds and rarely get viruses. They do have an offline mode, which allows users to access/edit/save items in Google Drive while offline. There is no CD drive, but there are USB ports, as well as HDMI and an SD/multi-card slot.

★ Why use Chromebooks?

1. Chromebooks represent a new "space" in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks). This "space" is expanding every day.
2. Personalized learning: As teachers begin to create new ways of personalizing learning, the Chromebook plays a useful role in this transformation.
3. Low maintenance: the Chromebook needs little maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
4. It's a blank canvas; the Chromebook is an engaging device which could transform the way young people learn.
5. Instant-on and all day battery: it's possible to get on the internet instantly.
6. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
7. Contextual Learning: the Chromebook is an "anywhere anytime" learning device. This makes it ideal for projects and learning which take place out of the classroom.
8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

<div style="border: 1px solid black; padding: 10px;">

<u>Goals for Student Users</u>

- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- 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.

</div>

1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

a. Each student will receive a Chromebook, an always-in zippered case or carrying bag, and an AC charger for the sole use of the assigned student. Students should not "share" the Chromebook with other students, siblings or parents for personal use. Your Chromebook is configured to only allow Deerfield Community School District log-ins. For safety and security reasons, all log in attempts are monitored.

b. Parents/guardians and students must sign and return the District-Issued Chromebook User Agreement (Appendix D) before a Chromebook is issued to the student.

c. Chromebooks will be labeled in a manner specified by DCSD. Labels may not be removed from the Chromebook, charger, or carrying case.

d. The Chromebook and district-issued email account are the property of the DCSD 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.

1.2 Returning a Chromebook

a. Chromebooks and all DCSD accessories (Chromebook, protective snap-on case and carrying case and/or an always-in zippered case, and an AC charger) will be returned during the final week of school so they can be checked for serviceability (they may be checked out on a case by case basis for summer school if needed).

b. Chromebooks must be returned immediately when a student transfers out of the DCSD, is expelled, or terminates enrollment for any reason.

1.3 Fines Related to a Chromebook

a. Chromebooks, district-provided cases, and AC chargers will be turned in to district technology staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The DCSD Administration will make the final determination about any charges levied for Chromebook repairs.

b. If charges for repairs are not paid by the end of the school year, the charges will be assessed at the beginning of the next school year. All charges must be paid by the end of a student's senior year or students will not be able to participate in the graduation ceremony.

c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the police department.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the DCSD. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks that are broken or fail to work properly must be given to the district technology staff for an evaluation of the equipment immediately. Chromebooks are the property of the DCSD and all users will follow these procedures and the DCSD Acceptable Use Policy.

2.1 General Precautions

a. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs. (Examples include, but are not limited to, scissors, keys, coins, pencils/pens, staples, paper clips and/or jewelry).

b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. 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.

c. Chromebooks do not need to be fed. Avoid eating food or drinking beverages near the Chromebook.

d. Do not attempt to gain access to the internal electronics or attempt to repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.

e. Always treat the Chromebook with appropriate responsibility and safety. Never throw or slide a Chromebook.

f. When carrying a Chromebook, hold it with two hands from the base, not from the screen.

g. Always open the Chromebook from the center of the screen and not from the corners. Do not open the Chromebook past the natural stopping point of the hinge. This will create additional stress on the screen and may lead to the screen cracking.

h. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

i. Chromebooks and any district-provided cases must remain free of any writing, drawing, stickers, or labels that are not the property of the DCSD or approved by the building principal.

j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.

k. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area. Chromebook security is the responsibility of the student.

l. When not in use, Chromebooks should be placed carefully in the locker or in a backpack/book bag to avoid putting any pressure on the screen.

m. Your Chromebook case is meant to only carry your Chromebook and power cord (if applicable). Do not place papers, textbooks, and other items in your carrying case.

n. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.

o. Chromebooks must be charged for use at school each day. This is the student's responsibility, and failure to do so will result in consequences (see section 3.3: Charging a Chromebook's Battery).

p. 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.

q. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

2.2 Transporting Chromebooks

By providing a protective snap-on cover OR an always-in zippered case, the district is protecting the Chromebook from normal wear and tear. This snap-on cover/zippered case MUST be kept on the Chromebook at all times. This case should always be used when transporting the Chromebook.

When using Chromebooks in the classroom and at home, students MUST:
➔ use two hands when carrying the Chromebook by its base
➔ close the Chromebook before carrying it
➔ not stack materials on top of the Chromebook
➔ make sure Chromebook is placed on a stable and secure foundation

When transporting your Chromebook when not in use, students MUST:
➔ place Chromebook in carrying case
➔ zip it closed
➔ carry with the handle or shoulder strap at all times

3. Using a Chromebook at School

Chromebooks are intended for use at school each day, therefore, it is expected that students will bring their assigned Chromebook everyday. In addition to teacher expectations for 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.

3.1 Chromebooks Left at Home

If a student leaves their Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. There may be a limited amount of Chromebooks available checkout from the IMC. If a student repeatedly (3 or more times as determined by any staff member) leaves their Chromebook at home, the student will be required to check in and checkout their Chromebook from the IMC every day for <u>one week</u>.

3.2 Chromebook Undergoing Repair

District Chromebooks may be loaned to students when their Chromebooks are being repaired by the school. A limited number of loaner Chromebooks are available, so having a loaner is not guaranteed.

3.3 Charging a Chromebook's Battery

a. An AC charger will be issued with the Chromebook for charging at home. Chromebooks must be brought to school each day in a fully charged condition. It would be a good habit to charge your Chromebook each night while sleeping.

b. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to check in and checkout their Chromebook from the IMC every day for <u>one week</u>.

c. In cases where the battery does "run out", students may be able to connect their Chromebook to a power outlet in class or to limited outlets in the IMC.

3.4 Sound, Games, Apps

a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

b. Students <u>must</u> provide their own headsets/earbuds.

c. All software/apps must be district approved. Data storage will be through apps on the Chromebook (i.e., Google Drive).

d. Non-instructional internet games are not allowed on the DCSD Chromebooks.

3.5 Legal Propriety

Students are responsible for all activity done using their assigned Chromebook or any activities performed under their school login on any device (home or school provided).

a. Only individuals with a Deerfield Community School District email account can log into your Chromebook. This is for safety reasons and discourages others from using your device.

b. Students must comply with trademark and copyright laws and all license agreements when using their Chromebooks. Ignorance of the law is not immunity. If you are unsure, ask the library media specialist, teachers, or technology staff.

c. Plagiarism is a violation of the DCSD 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.

d. Online bullying is a serious offense that can take many forms across many platforms. Direct or indirect harassment of anyone in the DCSD is unacceptable and will result in immediate disciplinary action.

e. Use or possession of hacking software is strictly prohibited and violators will be subject to DCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

3.6 Printing

Students may not print on district printers from their Chromebooks or personal devices, unless directed by a teacher.

3.7 Internet Privacy and Safety Home Internet Access

It is important to note that the Chromebook does have a filter for the internet when it is connected to home WIFI. Parents/guardians should also take the necessary precautions for internet safety with students at home! Internet filters are not a replacement for parental supervision. For more tips, please see the *Parents' Guide. Safe and Responsible Internet Use*. (Appendix C).

a. Students are allowed to connect to wireless networks on their Chromebooks while outside of school. This will assist them with Chromebook use while at home, the public library, etc.

b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, such as a birthdate, passwords, a home address or phone number of themselves or other students.

c. Using another student's password or private information is a serious and dangerous offense and will result in disciplinary and possibly legal action.

d. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as district property.

e. A student's school username and email cannot be used to log into any personal accounts. This includes, but is not limited to Facebook, Twitter and Snapchat accounts.

3.8 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. Inappropriate use of camera/video will result in severe consequences which may include a referral to law enforcement.

3.9 Network Connectivity

The Deerfield Community 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.

4. Repairing or Replacing a Chromebook

4.1 Damage Protection

DCSD is providing each student with a protective snap-on case as well as a protective carrying case, or a zippered always-in case. While these cases will protect against many dings, there is always the possibility that damage can occur to the Chromebooks. Charges for damages to technology are dependent on the situation and the cost of the part(s). These will be assessed in a similar method to fees for lost, stolen, or damaged textbooks.

4.2 Fee for Incidental Damage

a. Any damage or needed-repairs MUST be reported to the technology staff ASAP.

b. In the case where a Chromebook or district-issued accessory is damaged by means other than normal "wear and tear" (which will be judged by the district technology staff), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The DCSD administration will make the final determination of any fees assessed.

c. For damage that is repairable by our technology staff, the student will only be charged for parts, not for labor. These costs are reliant on the market price for Chromebook parts at the time of purchase.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

5.1 Saving to Your Google Apps Account

a. Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.

b. With a wireless Internet connection, you can access your documents and files from any Chromebook, desktop computer and some other devices, anywhere, at any time, no matter where you are.

c. All items will be stored online in the Google Cloud environment.

d. Google documents belonging to HS students saved in Google Drive are backed up.

e. Prior to leaving the district, or graduating, students should save any work by using Google Takeout or manually transferring files to a personal Google/Gmail account.

5.2 Saving to Removable Storage Devices

a. Information may be stored or backed up on a personal removable storage device such as a jump/thumb drive, SD card, etc.

5.3 Saving to Your Chromebook

a. A limited amount of information may be saved to the local hard drive of the Chromebook in the Downloads folder. It is not recommended that the hard drive be used as a storage place for important information as these items are not backed up.

5.4 School Email

a. Every DCSD student has a district email account through Google Apps for Education.

b. This is a school sanctioned email account that should be used for school purposes only. Personal communication should be done through a separate personal email account.

c. It is required that all high school students check their school email **at least once per day**, in order to stay up-to-date in their classes and get important school notifications.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6.1: Updating Your Chromebook

a. When a Chromebook starts up, it should update itself automatically, so it has the most recent version of the Chrome operating system as long as it is powered off on a regular basis.

6.2: Virus Protection & Additional Software

a. The Chromebook is built with layers of protection against malware and security attacks.

b. Files are stored in the cloud, so there's no need to worry about lost homework.

c. Chromebooks utilize Apps and Extensions from the Chrome Web Store. No other software can or should be installed.

6.3: Procedures for Restoring Your Chromebook

a. If your Chromebook needs technical support for the operating system, all support will be handled by the DCSD technology department.

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 Deerfield Community School District will be responsible for the repair of the Chromebook for normal wear of the unit that is covered by the limited, general manufacturer's warranty. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for paying to repair or replace the unit. The District regards the Chromebook as all other materials that are checked out to a student, ex: library materials, sports equipment, etc.

2. Will the district be offering insurance for the Chromebooks?
No. Through research, it was determined that the insurance is cost-prohibitive with inexpensive devices, such as this model of Chromebook.

3. Does my child have to accept a Chromebook?
Yes. A Chromebook will be made available to each 9th through 12th grader for the 2018-19 school year, for use at school and to take home. Students and parents/guardians must sign and return the District-Issued Chromebook User Agreement (Appendix D) and Student Internet Acceptable Use Consent Form before a Chromebook is issued to the student. If a parent/guardian does not want the child to take a Chromebook home, the student can arrange to have it charged in the IMC overnight.

4. How is the district paying for the Chromebooks?
The Chromebooks are being purchased through funds allocated for the general budget, as well as allocated technology funds in the referendum budget. In addition, some funds are a reallocation from the curriculum budget within the referendum.

5. As a parent/guardian, how do I monitor my child's use of the internet?
While your child is using the DCSD Chromebook, there are filters in place similar to as if your child were using the Chromebook at a school. Filters do not replace parental supervision, so please monitor technology usage at home as needed. Please see the attached document entitled *Parents' Guide. Safe and Responsible Student Internet Use.* (Appendix C). We also highly recommend resources from Common Source Media (https://www.commonsensemedia.org).

6. What if we don't have wifi at home?
A Chromebook's use is maximized with wifi. In a recent survey, the vast majority of families indicated that they have internet capability at home. If a family does not have wifi, students are encouraged to maximize work time with their Chromebook at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. Homework Club is offered after school several nights

per week, as well, which would allow for school wifi access. Arrangements can be made for the student to be at school outside of normal school hours by contacting the office. Students also have the ability to complete some assignments at home by utilizing Google Docs offline.

7. Are students required to purchase their own cover/bag?
No, DCSD is supplying both a protective snap-on case as well as a carrying case, OR an always-in zippered case. It is required that all Chromebooks remain in the protective snap-on case or zippered case at all times. The Chromebook should be stored in the carrying case with the zipper closed whenever it is not actively being used, for transport around school, and to and from school.

8. What if a student forgets to charge the Chromebook?
There will be limited power outlets in the classrooms and in the IMC. Students who consistently (three times or more) come to class unprepared without a charge will be required to turn the Chromebook in to the IMC at the end of each day and pick it up each day for one week.

9. Will students keep the Chromebook for the summer?
Chromebooks and all DCSD 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. Please contact the building principal and/or technology staff with any questions regarding student use of Chromebooks.

10. Will students receive the same device each year?
Yes. Each student is assigned a specific Chromebook that they will continue to use for their high school career. They will return it at the end of each school year and be reissued the same Chromebook (and accessories) for the following school year. Seniors will be responsible for turning in their device, accessories, and any damage/replacement fees prior to graduation.

Brett Jacobson
High School Principal
608-764-5431 ext. 3201
jacobsonb@deerfield.k12.wi.us

Nathan Hruby
Technology Coordinator
608-764-5431 ext. 1113
hrubyn@deerfield.k12.wi.us

Cindy Perucco
Technology Integration Specialist
608-764-5431 ext. 1115
peruccoc@deerfield.k12.wi.us

Student Username and Password Reference Sheet

School Computers
Username: fullfirstname.lastname
Start-up Password: student234 (will prompt user to change at first login), then student selected

Chromebooks/E-mail
https://mail.deerfield.k12.wi.us

Username/email: fullfirstname.lastname@deerfield.k12.wi.us
Password: student234 (will prompt user to change at first login), then student selected

Skyward
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedudeerfieldwi/seplog01.w

If you don't know your username/password for Skyward, click the "I forgot my username and/or password" button, and they will email your information to your school email address.

Parents' Guide
Safe and Responsible Student Internet Use

The Deerfield Community 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 DCSD 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: 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. 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. Let children show you what they can do online and visit their favorite sites. Set limits and clear expectations for computer use.

Book Policy Manual
Section 7000 Property
Title STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code po7540.03
Status Active
Legal H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 47 C.F.R. 54.500 47 C.F.R. 54.501 47 C.F.R. 54.502 47 C.F.R. 54.503 47 C.F.R. 54.504 47 C.F.R. 54.505 47 C.F.R. 54.506 47 C.F.R. 54.507 47 C.F.R. 54.508 47 C.F.R. 54.509 47 C.F.R. 54.511 47 C.F.R. 54.513 47 C.F.R. 54.514 47 C.F.R. 54.515 47 C.F.R. 54.516 47 C.F.R. 54.517 47 C.F.R. 54.518 47 C.F.R. 54.519 47 C.F.R. 54.520 47 C.F.R. 54.522 47 C.F.R. 54.523
Adopted March 16, 2020
7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines (AG7540.03) and the Student Code of Conduct govern students' use of District technology resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Boardowned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

B. 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;

C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administration as responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Chromebook Student-User Agreement

As a Chromebook user, you will be expected to:

1. Look after your 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. The Chromebook MUST be carried in its padded, protective case at all times.
     e. Carry the Chromebook in the closed position with two hands.

2. Ensure that your Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).

3. Store your Chromebook in your locker when not in use (i.e. lunch, outdoor activities, etc.). The Chromebook should be in its case when stored in a locker and no items can be stacked on top of it.

4. Be on the task assigned by the teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Deerfield Community School District staff.

5. Refrain from decorating the Chromebook and cases or subjecting them to graffiti.

The table below is not intended to be a comprehensive list, however it covers most behaviors associated with the care of the Chromebook. Similar misbehavior that occurs will be handled by teachers and/or administrators in a similar fashion. Behaviors with an (*) apply to all high school students.

Consequences for Violation of Chromebook/BYOD Rules:

Behavior	First Offense	Second Offense	Third Offense
*Personal/Non-instructional use during class (surfing the web, entertainment, etc)	Verbal warning	Account restrictions put on student's account for 1 week, email sent to parents.	Office referral (could include additional time with account restrictions, confiscation of device, detention, etc).
Repeated mishandling: picking up by screen, piling things on it, swinging case in halls, etc.	Verbal warning	Account restrictions put on student's account for 1 week, email sent to parents.	Office referral (could include additional time with account restrictions, confiscation of device, detention, etc).
*Failure to bring device to school	Verbal warning and must check out a loaner from the IMC for use during the school day	Verbal warning and must check out a loaner from the IMC for use during the school day	Device must be checked in and out of the IMC on a daily basis for one week
*Failure to bring device already charged	Verbal warning	Verbal warning	Device must be checked in and out of the IMC on a daily basis for one week
Failure to keep device secured (leave in commons, classroom, outside, etc)	Verbal warning	Verbal warning	Device must be checked in and out of the IMC on a daily basis for one week

COMPLETE & RETURN THIS PORTION TO THE SCHOOL.

KEEP THE HANDBOOK FOR YOUR RECORDS.

Print Student's Name: _____ Grade: _____

Student's ID Number: _____

I understand and agree to abide by the 1:1 agreement and applicable policies and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

_____   _____

Student's Signature   Date

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with her/him and understand their responsibility while using their personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

_____   _____

Parent's Signature   Date