

Sheldon R-VIII School District

Chromebook Technology Policy

Dear Parent/Guardian,

We would like to take this opportunity to inform you of the Sheldon R-VIII School District's Chromebook Technology Program. This program supports our mission to provide students with quality instruction and access to digital tools for learning.

Each classroom is be equipped with a set of Chromebooks for daily academic use. Students will use these devices during class but will not take them home unless specific criteria are met.

Students needing a Chromebook for home use must request one through their assigned teacher. These requests will be reviewed, and devices issued temporarily based on academic need. Juniors and seniors enrolled in honors-level online courses will be assigned an individual Chromebook for the duration of the semester in which the course is taken.

There is no annual fee required. However, students and families remain fully responsible for any accidental or intentional damage, or for loss or theft of a Chromebook checked out for home use. Repairs or replacements must be paid in full by the family.

We ask that all students and families take an active role in ensuring the proper care and responsible use of these devices. Please review the information below carefully.

Introduction and General Information

- The Chromebook device is the property of the Sheldon R-VIII School District.
- Chromebooks must be used in accordance with the policies and procedures outlined in this document, the District's Acceptable Technology Use Agreement, and all applicable laws.
- Access to District devices, the internet, and network is a privilege—not a right—and is for educational purposes only.
- This policy applies to all student use of Chromebooks, whether in-class or during home checkout. Teachers may set additional classroom-specific guidelines.

Chromebook Identification

Each device has a unique ID number and is assigned as needed to individual students. The District tracks devices through:

- Serial Number records matched to student names
- Records of check-out/check-in managed in SIS

Device Checkout and Return Procedures

- Students must return any checked-out Chromebook and all accessories by the assigned due date, end of the course, or when directed by a teacher or administrator.
- Students who withdraw, are suspended or expelled, or leave the district for any reason must return the device immediately.
- Failure to return the device may result in legal and educational consequences.

Chromebook Responsibilities & Repairs

- There is no insurance premium required.
- Students and their families are responsible for:
 - The full cost of repairs due to damage.
 - Replacement costs for lost or stolen Chromebooks.
- Deliberate or repeated damage may result in the student/family being required to purchase a replacement device (~\$250).
- A police report must be filed if a Chromebook is lost or stolen.
- Students with unpaid repair bills will not be allowed to check out another device until fees are paid.

Daily School Use

- Chromebooks will be available in every classroom for use during the school day.
- Students must follow classroom expectations for Chromebook use.
- Students may not install unauthorized apps or software.
- Inappropriate content is strictly prohibited (e.g., weapons, drugs, obscenity, gang symbols).
- Devices must be handled responsibly and remain in protective cases when transported.

Home Checkout Rules

- Students may request a device for home use through their assigned teacher. Approval is based on academic need.
- Devices must be stored properly and handled with care.
- Do not place devices on soft surfaces (e.g., beds, cushions).
- Report any issues to the school office immediately.
- Parents are not authorized to attempt repairs or use third-party repair services.
- Juniors and seniors enrolled in honors-level online courses will be assigned an individual Chromebook for the semester they are enrolled. These devices must be returned at semester's end.

Chromebook Care Guidelines

- Always transport devices in a protective case.
- Do not place heavy items (books, folders) on top of Chromebooks.
- Avoid extreme heat/cold—do not store devices in vehicles.
- Use only a soft, dry cloth to clean screens—no chemicals.
- Report malfunction or damage immediately.

Acceptable Use & Internet Safety

- All students and parents must sign the Parent/Student Acceptable Technology Use Agreement before using or checking out a Chromebook.
- Students must never share login credentials.
- No personal or inappropriate content should be downloaded or shared.
- Students must follow etiquette and laws governing internet usage.
- Parents/guardians are responsible for monitoring at-home use. While filtering is active at school, home supervision is essential.

Discipline & Consequences

Violations of this policy or the Acceptable Use Agreement may result in:

- Loss of Chromebook privileges
- Disciplinary action
- Restitution for damages
- Legal action, when necessary

Parent/Student Laptop/Chromebook Technology Usage Agreement

Each student and his or her parent(s)/guardian(s) must sign the Parent/Student Laptop/Chromebook Technology Usage Agreement before being granted access to the District network and given a device. Please read this document carefully before signing.

All use of the internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization & Agreement does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of this Authorization will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate school activity.

- a) Users will respect intellectual property of other users & information providers and obey copyright guidelines, providing proper citation. Users will not plagiarize or use others' work without written permission.
- b) *The taking of unapproved videos/photos of people and events at school, and/or the posting of such on any website is strictly forbidden.*
- c) Users will follow all guidelines set forth by the District and teachers when publishing schoolwork online. (e.g. to a website, wiki, podcasting, discussion board, blog, & video server)

Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administration will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
- b) Downloading unauthorized apps, regardless of whether it is copyrighted or de-virused;
- c) Hacking or gaining unauthorized access to files, resources or entities, as well as using non-district proxies;
- d) Invading the privacy of individuals: this includes the unauthorized disclosure dissemination, and use of information about anyone that is of a personal nature, including a photograph or video;
- e) Using another user's account or password;
- f) Posting material authored or created by another without his/her consent;
- g) Posting anonymous messages;
- h) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; bullying, and cyber-bullying.
- i) Using the network while access privileges are suspended or revoked.
- j) Using electronic media that disrupts the educational process or interferes with the rights of others at any time, either during the school day or after school hours;
- k) Disrupting or interfering with the system;

Unacceptable Use

- l) Sending mass electronic mail to multiple users without prior authorization by the appropriate teacher or district administrator.
- m) Misrepresenting one's identity in electronic communications.
- n) Engaging in any activity that does not meet the intended purposes of the network, including, but not limited to, illegal, commercial, political, religious, union or entertainment purposes.

Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not become abusive in messages to others.
- b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c) Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- d) Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- e) Do not use the network in any way which would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be the property of the District.

No Warranties -The District makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at a user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification -The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization/Agreement*.

Security -Network security is a high priority. If a security problem is identified on the Internet, users must notify the school administration. Users are not to demonstrate the problem to others. Users are to keep account and password information confidential. Attempts to log-on to the Internet/Intranet as a system administrator will result in cancellation of user privileges and appropriate disciplinary action.

Vandalism -Vandalism is defined as any malicious attempt to harm or destroy any district technology tool, data of another user, the Internet, the Intranet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges as well as appropriate disciplinary action.

Data Charges -The District assumes no responsibility for any unauthorized charges or fees, including data charges, long-distance charges, per-minute surcharges, and/or other costs incurred to personal devices.

Copyright Web Publishing Rules - District policy adheres to copyright law and this must be followed when publishing information on the web, District-sponsored websites, or file servers.

a) For each re-publication of media produced externally (Website, District-sponsored website, or file servers), credit indicating the original producer and notification of how and when permission was granted must be visible. When possible, the notice should also include the web address (URL) of the original source.

b) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Electronic Mail -The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email where appropriate to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool. Under the CIPA (Child Internet Protection Act), the District is required to have email filtering in place. This does not assure all spam will be caught, nor does it assure all personal emails from outside district accounts will be delivered.

a) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Email shall be accessed only by the user to whom the district assigned the account.

b) Each user should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message which would be inappropriate in a letter or memorandum.

c) Electronic messages transmitted via the District's Internet server carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and thereby identifies the author as being associated with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

d) Any message received from an unknown sender via the Internet should either be immediately deleted. If the message is deemed to be of an inappropriate nature, the user needs to notify a building employee immediately. Downloading any file attached to an Internet-based message is

prohibited unless the user is certain of that message's authenticity and the nature of the file transmitted.

e) Users are never to reply to or share an email containing personal password or sensitive information.

f) Use of the School District's electronic mail system constitutes consent to these regulations.

Parent/Guardian Consent—

Teachers may display a student's work as recognition of student achievement. As a parent, if you do not want your child's artwork, special projects, photographs taken by your child or images of your child to be displayed on District-sponsored websites, in printed material, by video, or by any other method of mass communication, you must notify the building administrator in writing.

Internet Safety - Internet access is limited only to those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users do not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise student use of District Internet access to ensure the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District Chromebook, Computer and/or other technology device with Internet access has a filtering device during school hours that attempts to block most depictions which are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and building administrators shall monitor student Internet access while at school. Again: *It is the responsibility of parents/guardians to supervise the information a student is accessing from the Internet while at home.*

Please sign and return the attached signature page.

26-27 Chromebook Technology Policy Agreement Signatures

Student Name _____ **Grade** _____

I have read and agreed to the terms set forth in this chromebook technology agreement.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

We appreciate your support and partnership as we continue to enhance learning through responsible technology use.