

## District-Owned Technology Policy

“Chromebook” means a District-owned computer or other technology which is checked out to a student of the District.

“District” means Galesburg Community Unit School District No. 205

“Student” means the student of District to whom the District’s Chromebook is registered

### **1. Receiving and Returning a Chromebook**

**USAGE OF DISTRICT-PROVIDED CHROMEBOOK AND INTERNET IS A PRIVILEGE.** The Chromebook and district-issued email and/or Google account provided by District are the property of District and as a result **may be subject to inspection at any time. STUDENTS HAVE NO EXPECTATION OF PRIVACY WHILE USING ANY DISTRICT OWNED NETWORK OR HARDWARE.**

#### 1.1 Receiving a Chromebook

- a. Parents/guardians and students must sign and return the User Agreement/Parent Permission Form and Authorization for Student Internet Access and Acceptable Use of the Internet form before a Chromebook is issued to the student.
- b. Students shall attend an orientation session prior to receipt of any District equipment. Each student who attends orientation will receive a Chromebook, protective case, and AC charger.
- c. Chromebooks will be labeled and/or engraved in a manner specified by the District; this will include the serial number. Students who remove, alter, deface, or destroy the District’s label/engraving will be subject to discipline and/or loss of privileges.
- d. The District and its staff, officers, teachers, aides, principals, technology director, superintendent, administrators, board members, and those acting at their direction retain exclusive right to repossess, take back, inspect, view, or otherwise access a Chromebook at any time, whether or not the Chromebook is in the Students possession, with or without notice and with or without permission.

#### 1.2 Returning a Chromebook

- a. Chromebooks and all District accessories will be returned during the final two weeks of school so they can be checked for serviceability. Summer school availability for Chromebooks may be considered by the District.
- b. Chromebooks must be returned immediately when a student transfers out of the District or terminates enrollment for any reason.
- c. Students will be required to turn in Chromebooks prior to the end of school year. Returning students may be issued the same Chromebook for the following year. All items included when disbursed, including, but not limited to carrying cases, carrying straps, power cords, and other accessories provided by District must be returned undamaged and in good condition. Any items lost, stolen, damaged, or otherwise not returned or damaged will be subject to charge at a per item cost as determined by the District.

#### 1.3 Fines and Fees Related to Chromebook

- a. Chromebooks, District-provided sleeves/cases, and AC chargers not returned to the District, when requested, and in satisfactory condition will be charged a reasonable fee for needed repairs, which will not exceed the replacement cost of the Chromebook,

accessories, and any software required to make the District whole. Failure to return the Chromebook will result in a theft report filed with the Galesburg Police Department.

## **2. Caring for the Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the District. Chromebooks that are broken or fail to work properly must be immediately returned to District technology staff for evaluation of the equipment. Students are solely responsible for anything done using their assigned Chromebook, Google login, or any other District technology used by the Student.

Chromebooks are the property of the District and all users will follow these procedures and Authorization for Student Internet Access and Acceptable Use of the Internet. Failure to strictly adhere to District policies will result in discipline of the Student, including, but not limited to, expulsion from District schools.

### **2.1 General Precaution**

- a. Chromebooks will scratch. Avoid using any sharp object(s) on the Chromebook or sliding the Chromebook against any other surface. The Chromebook must be transported inside a protective sleeve, and must be stationary on a solid surface when in use.
- b. Students shall not cause the Chromebook to come into contact with liquid. The Chromebook may be cleaned with a soft, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Failure to observe these rules may cause the Student to become responsible for the cost of the Chromebook.
- c. Students shall not use the Chromebook to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged; Students should immediately report the problem to technology support staff or building administrator.
- d. Jail-breaking or otherwise attempting to change the operating system or access or District settings of or to the device will subject the Student to discipline.
- e. Never throw, toss, or carelessly move the Chromebook under any circumstances. Do not slide, lift, or move a Chromebook by its screen.
- f. Cords and cables must be inserted carefully in the Chromebook to prevent damage.
- g. Chromebooks and district-provided sleeves/cases or backpacks must remain free of any writing, drawing, stickers, or labels that are not the property of the District or prior approved in writing by the building.
- h. A Student who purchases their own sleeve/case or padded backpack in which to transport the Chromebook accepts and assumes all liability for any damage caused by that sleeve/case or backpack.
- i. The District can and will locate, access, and modify Chromebooks remotely, even when in a Student's possession. Modifying, disabling or attempting to disable the locator or any District software used for tracking or accessing a Chromebook is a violation of the Authorization for Student Internet Access and Acceptable Use of the Internet and grounds for disciplinary action, as well as possible criminal and civil penalty. Students who modify a Chromebook's software may be reported to state and federal authorities.
- j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified, damaged, or removed.
- k. Chromebooks must never be left in an unlocked locker, on top of a locker, in a car, or in any unsupervised area. Exposing the Chromebook to pressure, weight, heat, humidity or

cold (i.e. leaving it in a car on a hot or cold day) will damage the Chromebook. Never turn a Chromebook on when it is not dry and at room temperature. Chromebooks must be stored in a dry area.

- l. Chromebooks must be placed in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- m. Chromebooks must be charged for school each day. This is the student's responsibility.
- n. Chromebooks are assigned to the Student who is solely responsible for its care. Students should not lend any Chromebook to another person.
- o. It is the responsibility of the Student who is issued the Chromebook to protect that Chromebook. A student who damages, loses, or misplaces the Chromebook will be responsible for its cost, whether or not the damage or loss was the Student's fault.
- p. DO NOT CONTACT ACER, GOOGLE, OR ANY OTHER SERVICE FOR REPAIR QUESTIONS. THE DISTRICT MAKES ANY AND ALL REPAIRS TO CHROMEBOOKS.

## 2.2 Carrying Chromebooks

Students must transport Chromebooks closed and turned off inside District-provided protective sleeve/case or other protective covering.

## 3. Using a Chromebook at School

Chromebooks are intended for use at school each day. Although the Student is not prohibited from taking the Chromebook home at the conclusion of the day, it is the Student's responsibility to have the Chromebook at school as required by the Student's teacher(s). Students who bring a Chromebook to a class where it is prohibited or fail to bring the Chromebook to a class where it is required may be subject to discipline.

### 3.1 Chromebooks Left at Home

A Student who leaves his or her assigned Chromebook at home may attempt to get a loaned device to check out from District Technology Director. There are a limited number of devices available for loan, and a device may or may not be made available to check out. It is the Student's sole responsibility to have access to a Chromebook as required, and a Student who fails to bring his or her Chromebook to school when required may be subject to disciplinary procedures. The Student is responsible for getting the coursework completed as if the Chromebook were present, and may be disciplined or otherwise subject to lowered grade if work is not complete, whether or not the Chromebook is present.

### 3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to a Student when his or her Chromebook is being repaired by the District. A limited number of Chromebooks are available for loan, so having a "loaner" is not guaranteed. A student who loans a Chromebook must check it out, and must return it before the conclusion of the school day. A student who is responsible for a loaned Chromebook may be subject to discipline and/or District fines (in 1.3 above) if he or she damages or loses the loaned Chromebook or fails to return the loaned Chromebook at the conclusion of the day.

### 3.3 Charging a Chromebook Battery

- a. It is the Student's responsibility to ensure that the Chromebook is fully charged for each school day. Do not leave a Chromebook plugged in for more than 24 hours, as this will degrade the battery's lifespan.
- b. Repeated violations of this procedure will result in the District re-possessing the Student's Chromebook, and Student being required to "checkout" a Chromebook from the technology support staff on a temporary basis.
- c. In cases where the battery does "run out", students may be able to connect their Chromebook to a power outlet in class.

### 3.4 Screensavers/Background Photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic or sexual images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and will subject the student to disciplinary action as outlined in the appropriate building handbook.

### 3.5 Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students are encouraged to provide their own headsets/earbuds. Headsets with microphones are encouraged to allow students to record presentations on the Chromebook without interference from background noise.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps will be provided by the District. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad etc.
- e. Internet games other than those assigned by the student's teacher are not allowed on the Galesburg District 205 Chromebooks.

### 3.6 Legal Property

- a. The Student shall comply with any and all trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Students shall ask the technology director if unsure of copyright rules. Students shall not post or cause to be posted to the internet any trademarked, copyrighted, or otherwise protected material without expressed, written permission of the original owner of the material. Students shall indemnify and hold District harmless from any and all harm resulting from the Student's illegal posting of protected material.
- b. Use, possession, or access to hacking, virus, keylogging, worming, or other intrusion software is strictly prohibited. A Student who violates this policy will be subject to District discipline, and will be reported to state and federal law enforcement sources. Students shall indemnify and hold District harmless from any and all harm resulting from a Student's illegal, immoral, or otherwise intrusive use of the Chromebook.

### 3.7 Home Internet Access and Internet Filtering Policy

The District will install internet filtering on the District network that meets the federally regulated Children's Internet Protection Act. Although the District makes every effort to block inappropriate, offensive, immoral, and illicit material on school systems, it is important for parents/guardians to monitor activity on their child's electronic devices and understand that

nothing is foolproof. Parents and guardians are advised to take an active role in viewing and monitoring content accessed and posted by students on Chromebooks. Parents and guardians of Students issued Chromebooks may be subject to liability for a Student's internet postings and other usage of a Chromebook. A student who removes filtering software and/or bypasses filtering (proxy redirectors, etc.) will be disciplined in accordance with the Student Handbook and Student and/or Student's parent or guardian may be subject to criminal and civil liability.

Students who bring inappropriate, offensive, or illegal material to school or download such material to a District-provided Chromebook will be subject to discipline and may be subject to criminal and civil liability.

### 3.8 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. IT IS A VIOLATION OF ILLINOIS LAW AND A CRIME TO RECORD OR PHOTOGRAPH ANOTHER INDIVIDUAL WITHOUT THEIR KNOWLEDGE. A Student who takes a photo or video or otherwise records another student or teacher without the permission of that individual may be subject to the District's disciplinary procedure, as well as criminal and civil penalties. Students are prohibited from "tagging" photos taken on a Chromebook or posting them to the internet without prior written permission of a Student's teacher.

### 3.9 Network Connectivity

The District makes no guarantee that the District's network will be running, accessible, or reliable at any time. The District will not be responsible for lost or missing data. Students should save and back up files regularly to a source approved by the District (at least once every two minutes). Students are responsible for making sure their data and school-work is accessible when it is required, and may be subject to reduced grades or discipline including but not limited to revocation of privileges for use of the Chromebook if school-work is not accessible or turned in on time.

### 3.10 No Loaning or Borrowing Chromebooks

- Do NOT loan Chromebooks or other equipment to other students under any circumstances.
- Do NOT borrow a Chromebook from another student under any circumstances.
- Do NOT share a password, access, or username with others under any circumstance.

A student who loans or borrows a Chromebook to or from another Student may be subject to discipline. Both students may be subject to District discipline and/or criminal and civil liability for any activity, which takes place on the Chromebook.

## 4. **Repairing or Replacing a Chromebook**

Students shall not at any time or for any reason attempt to repair or repair a Chromebook themselves or by third-party vendor, service agent, or repair person. Failure to strictly adhere to this policy may subject a Student to damages, including, but not limited to, the cost of the device, its accessories, and civil liability for any damage done to the District as a function of such mis-use. Under no circumstances is a Chromebook to be in the possession of anyone other than the Student, his or her parent or guardian, or a District-authorized person at any time for any reason.

5. **Cooperating With Investigations**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual judgement. (Added: December 2015)

Acknowledgement and Waiver

I, \_\_\_\_\_ (Parent/Guardian), hereby acknowledge receipt of the Galesburg Community Unit School District No. 205 (District) Authorization for Student Internet Access and Acceptable Use of the Internet and District Owned Technology Policies. I agree that in exchange for the District's grant to \_\_\_\_\_ (Student) of the use of District-owned technology, I will hold District harmless for any and all damage resulting from my Student's use of the technology. I understand that the Student and I are solely and strictly liable for any and all damage to the District technology, including, but not limited to:

- Copyright or trademark infringement;
- Posting or possession of illegal or inappropriate material;
- Hacking software;
- Damage to equipment;
- Broken screen;
- Damaged batter or hardware;
- Damaged District identification tag; and/or
- Damaged or modified District software

I understand it is my sole responsibility to make sure the Student uses District-owned technology and internet access responsibly and appropriately, and I agree to waive any rights I might otherwise hold against the District related to Student's usage of District technology or internet access.

The Student hereby agrees to return District-owned technology at any time it is requested or required by District representatives. The Student understands that usage of District-owned technology and internet access is a privilege, and that failure to adhere to District rules in Authorization for Student Internet Access and Acceptable Use of the Internet and District Owned Technology Policy will subject Student to discipline, including but not limited to, expulsion from school and criminal penalties.

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We, Student and Parent, acknowledge receipt and acceptance of Authorization for Student Internet Access and Acceptable Use of the Internet and District OWNED Technology Policy and all the terms of both policies and this agreement.

\_\_\_\_\_ Student \_\_\_\_\_ Date

Chromebook # \_\_\_\_\_

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date