

Yutan Public Schools Sr. High

1:1 Program Policies & Procedure

Yutan Public Schools offers our students Google Chromebooks for use at school and at home. The 1:1 Chromebook Program, which provides mobile computing and wireless technology to all Yutan High School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction from school district staff on the proper use of the device..
- Students will be able to take the device home during the school year **when** the student and parents sign the Chromebook Acceptable Use Policy, chromebook Loan Agreement, and Violation Chart form.
- Students are expected to treat the chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the chromebook unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the chromebook; for example, do not leave the chromebook where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The chromebook comes with preloaded software. Students may not load additional software onto the machine without the express permission of their classroom teacher.
- Students are to use the chromebook to access only socially and educationally appropriate materials and websites.
- Students must not use the chromebook to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the chromebook.)
- Chromebooks are the property of Yutan Public Schools and must be returned at the end of the academic year, upon withdrawal from Yutan Public Schools, or at the request of a teacher or administrator. Willful failure to return the chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are the property of Yutan Public Schools, officials of the school have the right to review all material stored on or accessed by any chromebook. School officials may revoke a student's chromebook use privileges for misuse or violation of policies.

The 1:1 chromebook initiative that has been adopted by Yutan Public Schools to enhance opportunities for students to learn in a dynamic and growing environment.

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Section 1: Receiving Your Chromebook

Chromebooks will be distributed during our “Chromebook Orientation.” Parents and students must attend a **yearly Information Session**. Before receiving the Chromebook, students and parents must sign and return these forms/agreements:

1. The Yutan Public Schools Chromebook Acceptable Use Policy
2. The Fee’s Form
3. The Chromebook Loan Agreement
4. Chromebook Violation Chart Form

Section 2: Taking Care of Your Chromebook

Students are responsible for the general care of the device and accessories they have been issued by the school. Devices that are broken or fail to work properly must be taken to a designated building location for an evaluation of the equipment.

General Precautions

The device is school property. All users will follow these expectations and the student Internet and computer usage policies for technology.

- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- The device and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the Yutan Public Schools.
- Devices must never be left unsupervised.
- Students are responsible for keeping their device’s battery charged for school each day.
- Students may be required to submit their device to random checks by school personnel.

Device Care

- Keep liquids away from your device.
- Students should be very careful when putting devices into a backpack or any other type of bag. Too much pressure and weight resulting from overloaded backpacks can cause damage to the device.
- Clean your device with a soft, dry microfiber cloth or anti-static cloth. Use of water or harsh chemicals will damage your device..
- Use extreme care when carrying your device to prevent drops and other damage. ● iPad devices must always be within the school-issued protective case.

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Section 3: Using Your Chromebook at School

General

- ❖ Chromebooks must be brought to school each day. Chromebooks need to be fully charged by the students at home and ready for school use. Only charge your chromebook with the provided charger.
- ❖ Chromebooks are intended for use at school each day. Students are responsible for bringing their chromebook to all classes, unless specifically advised not to do so by their teacher.
- ❖ If students do not bring their chromebook to school, they may not check out a loaner chromebook. Please remember that loaner chromebooks are on a first-come first-serve basis and are available only for those students whose chromebooks are in for repair. Repeat violations will result in disciplinary action.
- ❖ Students who lose their chromebooks due to technology disciplinary reasons will not be allowed to checkout a loaner chromebook without approval of the Administration or the Technology Coordinator.

Chromebooks Undergoing Repair

- ❖ Loaner chromebooks may be issued to students when they leave their chromebooks for repair with the Technology Coordinator.
- ❖ Students may be expected to return the loaner chromebook by the end of the school day to the Technology coordinator.

Screensavers and Backgrounds

- ❖ Students are not allowed to change the backgrounds and screensavers on the chromebooks.
- ❖ Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the chromebook or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- ❖ The chromebook is the property of the school district. Therefore, school staff members have the right to check any material stored on a student's chromebook, including the screen saver at any time.
- ❖ Violations of this policy will result in disciplinary action.

Sound

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

Printing

- ❖ Materials printed on school printers must be school related. No personal printing is allowed at school.

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Section 4: Chromebook Software

Installed Software

- ❖ The software originally installed by Yutan Public Schools must remain on the chromebook in usable condition and be easily accessible at all times.
- ❖ The Technology Team has the discretion to approve and install additional software programs and files.
- ❖ Distributing software to unauthorized machines is prohibited.

Additional Software

- ❖ Students are **NOT ALLOWED** to install anything on school chromebooks nor remove or alter software.

Inspection

- ❖ Students may be selected at random to provide their school-issued chromebook for inspection without notice to any school personnel.

Section 5: Protecting and Storing Your Chromebook

Chromebook Identification

- ❖ Student chromebooks will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**
- ❖ Cases will also be provided with your device and must be returned in the same condition. Chromebooks are expected to be in the case at all times when not in use.
- ❖ Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

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Section 6: Acceptable Use Guidelines

General Guidelines

- ❖ Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Yutan Public Schools.
- ❖ Access to the Yutan Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Yutan Public Schools Acceptable Use Policy.
- ❖ Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and chromebook viruses.
- ❖ Any attempt to delete Internet history, alter data, the configuration of a chromebook, or the files of another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies. Students who violate this prohibition may also be referred to law enforcement for criminal prosecution as appropriate.
- ❖ Users shall not use or try to discover another user's account or password.
- ❖ Users shall not hide or attempt to hide any other student chromebook not issued to them.
- ❖ Users shall not use the chromebooks or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit). Playing games on school chromebooks is denied between the hours of 8:00AM and 4:00PM any day of the week.
- ❖ The use of the following types of Apps is denied between the hours of 8:00AM and 4:00PM any day of the week. This list is subject to change at the discretion of the Administration and may not include all Apps listed here: Facebook, Instagram, SnapChat, Text Now, Twitter, & Vine.
- ❖ Users shall not use the chromebook for the purposes of chatting in chat rooms, through messenger apps, or other similar pieces.
- ❖ Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the Administration or Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Internet Safety and Acceptable Use Policies found in the Student/Parent Handbook. Students who violate this may also be referred to law enforcement for criminal prosecution as deemed appropriate.
- ❖ Noncompliance with the policies of the Yutan Public Schools will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate.

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Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- ❖ Cheating
- ❖ Plagiarizing
- ❖ Falsifying Information
- ❖ Violating Copyright Law
- ❖ Hacking
- ❖ Gaining unauthorized access to any network or chromebook

Electronic Communications

Please note that any electronic communication sent and accessed on school-issued chromebooks are not private and may be reviewed at any time and without notice. The following rules will apply:

- ❖ Always use appropriate language
- ❖ Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- ❖ Students should maintain high integrity with regard to email content
- ❖ No private chatting during class
- ❖ Do not delete emails or empty email trash without permission

Section 7: Precautions and Consequences

Technology Left in Unsupervised Areas

- ❖ Under no circumstances should chromebooks or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, chromebook labs, break areas, classrooms or unlocked lockers, bathrooms, buses and hallways. Any chromebook left in these areas is in danger of being stolen.
- ❖ Unsupervised chromebooks will be confiscated by staff and taken to the administrative office.
- ❖ Disciplinary action will be taken for leaving your chromebook in an unsupervised location. Each student is responsible for his or her chromebook once it has been issued.

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Technology Fees & Fines

- ❖ The current cost of the technology convenience fee: \$40 per student per school year
 - Checks made payable to “Yutan Public Schools”
 - This fee is applicable for one academic year

The following out-of-pocket repair/replacement charges will be assessed to students:

Lost device	Replacement Cost
Destroyed device (total loss)	Replacement Cost
Stolen device (police report required)	Replacement Cost
Device Repairs	\$100
Cosmetic Damage (dents, marks. etc.)	\$20

****Students will only be assessed fines for cosmetic damages on devices when students leave the district, graduate, or move from Middle School to High School.**

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ACCEPTABLE USE POLICY

Yutan Public Schools has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible to ensure that these guidelines are followed.

The Yutan Public Schools may monitor the usage of the Internet by students, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his/her usage of the Internet. In addition, the Yutan Public School district may restrict access to certain sites that it deems are not necessary for academic purposes.

Students are prohibited from encrypting files on computers or taking any steps that block access to files.

1. The Internet must not be used to access, create transmit, print or download material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
2. The Internet must not be used to access, send, receive, or solicit sexually oriented messages or images. The same applies to material that promotes the use of alcohol, tobacco, illegal drugs, violence, etc.
3. The downloading, disseminating, or posting of any copyrighted material from any source to the school's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
4. Students should guard against the disclosure of confidential information through the use of the Internet, including email, newsgroups, blogs, Facebook, Twitter, and other forms of public social media.
5. The Internet should not be used to solicit for commercial purposes, causes, outside organizations, or other non-school related purposes.
6. Students should understand that a violation of this policy will result in disciplinary action, including possible termination of their Internet access. Please refer to the student/parent handbook for further information pertaining to student discipline.

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Chromebook Use:

The consequences for students who abuse their chromebook privileges are as determined by the school administration.

A schedule of consequences shall be applied progressively. However, the administrator may impose a more severe consequence if the administrator feels, in his or her discretion, that more severe consequence is warranted due to the nature and/or severity of the student's misconduct. A student's number of offenses shall OR shall not start over from year to year.

The Yutan School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by signing the Chromebook Loan Agreement and Acceptable Use Policy with their respective signatures in order to gain access to the chromebook network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the chromebook network.

I have read and understand and will abide by the procedures and guidelines contained in the Chromebook chromebook Acceptable Use Policy, Policies and Procedures for 1:1 Program, and the chromebook Loan Agreement. I agree to comply with all of the policies, procedures, and regulations contained in these documents as well as all other applicable school district policies and procedures. I understand that any violation of any of these policies and procedures may result in the revocation of my access privileges, school discipline, and/or appropriate legal action.

Student Signature:

Date:

Student Printed Name:

I have read and understand the procedures and guidelines contained in the Chromebook chromebook Acceptable Use Policy, Policies and Procedures for 1:1 Program, and the chromebook Loan Agreement. I grant permission for my son or daughter to access and use the Chromebook chromebook chromebook. I accept full responsibility for supervision of my child's use and possession of the chromebook when not in a school setting.

Parent or Guardian Signature:

Date:

Parent or Guardian Printed Name:

Student Grade: _____

Phone Number: (____) _____ - _____