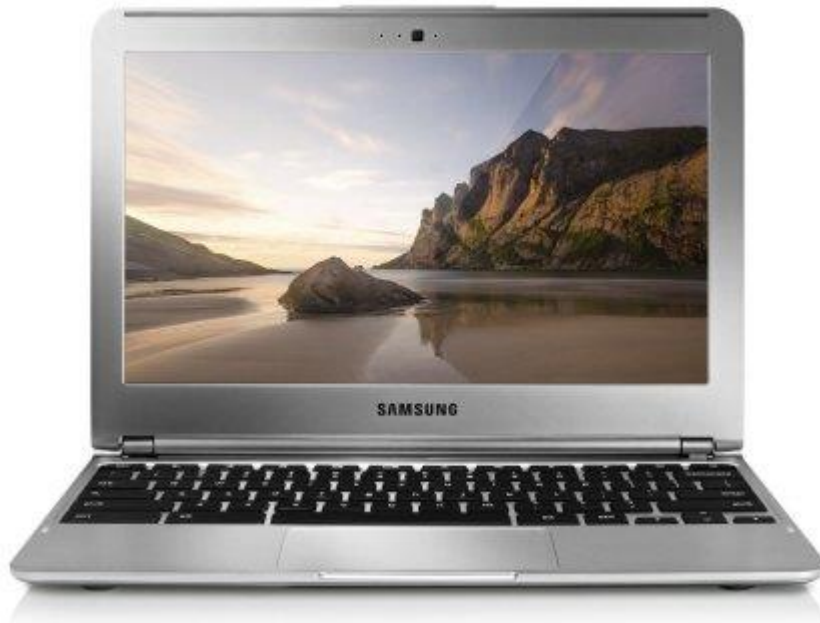


# Pittsville Public School District

## One-to-One Technology Chromebook Guide

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Pittsville Public Schools, in partnership with the community, will develop informed, literate, critical thinking learners through the use of innovative and progressive technology and information learning tools.

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## Background Information

The focus of providing Chromebooks in the Pittsville Public School District (PPSD) is to provide current tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the education program. Increased access to technology is essential, and one of the learning tools of 21<sup>st</sup> 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.

## Why use Chromebooks?

1. Chromebooks represent a newer “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. As teachers create new ways of teaching in the modern age, the Chromebook can play a useful role in this transformation.
3. Low maintenance: the Chromebook needs little, if any 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. The Chromebook is an engaging device that could transform the way young people learn.
5. Instant-on and all day battery: it’s possible to get on the Internet almost 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 both inside and outside 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.

## Goals for Student Users

- To increase students’ productivity inside and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- 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.

# General Procedures

## Receiving a Chromebook

- a. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook and AC charger. Students who are granted permission to take Chromebooks home must purchase and use a protective sleeve. Students will not be issued a Chromebook unless they can show that they have a protective sleeve. Please see the principal if financial assistance is needed.
- b. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.
- c. Chromebook will be labeled in a manner specified by PPSD; this will include the serial number.
- d. The Chromebook and district-issued email account are the property of PPSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a Chromebook or a school supplied or supported email service.
- e. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the PPSD. Your child will then pick up and return a Chromebook from the LMC each day for use during the school day. Students are responsible for following the Student Internet Safety and Technology Use Policy and appropriate handling of the device during school.

## Returning a Chromebook

- a. Chromebooks and all PPSD accessories will be returned during the final week of school so they can be checked for serviceability. (This may change for students taking summer school.)
- b. Chromebooks must be returned immediately when a student transfers out of the PPSD, is suspended or expelled, terminates enrollment, or exits the district for any reason.

## Fines Related to a Chromebook

- a. Chromebooks and AC chargers will be turned in when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The PPSD Administration will make the final determination of any fees assessed.
- b. 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 may result in a theft report filed with the Pittsville Police Department, and the district may pursue collections.

## Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the PPSD. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.**

Chromebooks are the property of the PPSD and all users will follow these procedures and the PPSD Student Internet Safety and Technology Use Policy 363.2.

## General Precautions

- a. While a Chromebook is considered scratch resistant, a Chromebook can become scratched. Avoid using any sharp object(s) on a Chromebook.
- b. Chromebooks do not respond well to liquid. 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. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the library media specialist.
- d. There is no “jail breaking” (bypassing filters and controls) of this device.
- e. Never throw or slide a Chromebook.
- f. Cords and cables must be carefully inserted into and removed from the Chromebook to prevent damage to its ports.
- g. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the PPSD or approved by the building principal.
- h. Students must purchase their own sleeve to help protect their assigned Chromebook. Sleeves can be purchased from the high school office, a store, or online.
- i. Chromebooks have the ability to be remotely located. Modifying disabling or attempting to disable the locator is a violation of the Student Internet Safety and Technology Use Policy (AUP) and grounds for disciplinary action.
- j. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.
- k. Chromebooks should be placed vertically in the bottom of the locker or in a backpack/book bag to avoid putting any pressure on the screen, as the LCD panel can crack.
- l. Chromebooks must never be left in an unlocked car or in any unsupervised area.
- m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- n. Chromebooks must be charged (at home) for use at school each day. ***This is the student's responsibility.***
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.
- p. Repeated violations of any part of this policy will result in disciplinary action.

## Carrying Chromebooks

The sleeve that you purchase for the Chromebook should have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. A cover must protect the Chromebook at all times.

## Using Chromebooks at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, procedures and rules, 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.

## Chromebooks Left at Home

- a. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook was present. Students may use alternative computing devices, (lab, laptop or notebook computers, etc.) instead.
- b. Students may be allowed to 'checkout' a loaner Chromebook from the Library Media Specialist only with a teacher's or principal's written permission.
- c. Repeated violations of this policy will result in disciplinary action.

## Chromebook Undergoing Repair

Loaner Chromebooks may be issued 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.

## Charging a Chromebook's Battery

- a. Chromebooks must be brought to school each day in a fully charged condition, or must be plugged in at school for students who must leave their Chromebook at school.
- b. In cases where the battery does "run out," students may be able to connect their Chromebook to a power outlet in class, or may be required to use alternative computing devices. Students may be allowed to 'checkout' a loaner Chromebook from the Library Media Specialist only with a teacher's or principal's written permission.
- c. Repeated violations of this policy will result in disciplinary action.

## Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

## Passwords and Account Access

Take care to protect your password. Do not share your password or allow any other user to login to or use your Chromebook. Students are allowed to login to their Chromebook with their own assigned **pittsville.k12.wi.us** domain account only; no other accounts are to be used on district Chromebooks.

## 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 should provide their own headsets/ear buds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.
- e. Internet games are not allowed on the PPSD Chromebooks.

## Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
- b. Plagiarism is a violation of the PPSD 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to PPSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

## Printing

Students will be given information and instruction on printing with the Chromebook at school, but are encourage to practice the 21<sup>st</sup> century skills of storing, sharing, and/or submitting files online.

## Managing & Saving Your Digital Work

- a. Google Workspace 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, anywhere, at any time, no matter where you are.
- c. All items will be stored online in the Google Cloud environment.
- d. Prior to leaving the district, or graduating, students wanting to save any work need to use [Google Takeout](#) to transfer any work to a personal Gmail account.

## Home Internet Access

### **CHROMEBOOKS MAY BE FILTERED THROUGH THE PITTSVILLE SCHOOL DISTRICT FILTER.**

Parents/Guardians, please take the necessary precautions for Internet safety with your student! For more tips, please see the "Parent's Guide to Safe and Responsible Internet Use."

**REMINDER:** PPSD provides Internet filtering on the district's network. These filters may not apply to any other locations. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook uses while at home. Printing at home requires a wireless printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of other students.
- c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

## Using the Chromebook Camera

The Chromebook comes equipped with camera photo and video capacities. Students are not to record an individual or group without permission, and they must notify 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.

## Network Connectivity

The Pittsville 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.

## Updating your Chromebook

When a Chromebook starts up, it should update itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging. Please be sure to **Shut Down** and/or **Restart** your assigned district Chromebook regularly so it can apply the latest updates.

## Virus Protections & Additional Software

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Files are stored in the cloud, so there's no need to worry about lost homework.

## Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by the PPSD. Please turn your Chromebook in to the Library Media Specialist.

## Software Installation

Chromebooks can seamlessly access Google Workspace for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. The installation and use of any Apps or software must comply with all district policies.

## Repairing or Replacing a Chromebook

A PPSD Chromebook in need of repair should be returned to the Library Media Specialist. The district will determine if a Chromebook can be repaired or needs to be replaced. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK'S MANUFACTURER DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT. Users are not to take their PPSD-owned Chromebook to an outside service provider for any type of repair or maintenance, or to attempt to repair a damaged or malfunctioning PPSD Chromebook themselves. Users are not to purchase replacement Chromebook parts (i.e. online). PPSD Chromebooks are the property of the school district and will be repaired by the district or by an approved service. Replacement parts are to be purchased by the PPSD through approved vendors only. Costs of repairs or replacement will be assessed as necessary, as per this policy. Please see the section 'Fee for Incidental Damage,' below, for more information.



## School District Protection

PPSD has purchased these district owned Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement which are the result of normal and typical daily use.

## Personal Home and Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage of the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

## Fee for Incidental Damage

In a case where a PPSD Chromebook or district-issued accessory is damaged by means other than normal and typical daily use (i.e. abuse, neglect, intentional damage, etc.), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The PPSD Administration will make the final determination of any fees assessed.

## Claims

- a. All insurance claims must be reported to PPSD. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
- b. In the event of a lost or stolen Chromebook, the PPSD may deploy location software, which may aid in recovering the Chromebook.
- c. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

# Student Internet Safety and Technology Use

## Policy 363.2

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### Purpose

The Pittsville School District is providing access to a network that contains Internet access. The purpose of this policy is to set forth procedures and guidelines for access to the school district computer system, student use of technology, and safe, acceptable use of the Internet.

### 1. General

Computer networks, including the Internet, offer vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to staff and students is to promote learning, facilitating resource sharing, innovation, and communication.

Through network access, learners will:

- utilize a personalized, motivational learning opportunity
- enter into partnerships to enhance their learning options
- gain an employability skill needed for the 21st century
- broaden their problem-solving and decision-making abilities
- broaden their research capabilities by using primary materials
- develop their higher-level thinking skills
- access global resources

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on a network and on the Internet far outweigh the possibility that users may produce material that is not consistent with the educational goals of the District.

### 2. Limited Educational Purpose

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines as provided below. In general, this requires efficient, ethical, and legal utilization of the network resources for educational purposes only. As students/staff use this network, it is essential that each user recognize his or her responsibility in having access to the vast services, sites, and people. The user is ultimately responsible for his or her own actions in accessing network services, and for adhering to district use policies, procedures, and guidelines. If a user violates these provisions, his or her account or network access will be limited or terminated, future access could be limited or denied, and legal referrals may be made. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

All groups or individuals will be required to follow state statutes concerning computer crimes (943.70), follow educational goals of the school and work within the confines of applicable provisions of current collective bargaining agreements, and other school district policies. All groups or individuals who utilize the District's computer network acknowledge their receipt of, review of, and understanding of the School District's Student Internet Safety and Technology Use Agreement. Any violation of the Agreement shall subject the user to the most appropriate form of discipline under this Agreement. Furthermore, the School District of Pittsville reserves the right, from time to time, to amend the rules and policies. In such event, copies of the same shall be distributed to each user who has executed this Agreement.

Before students will be allowed to use any network or computer/electronic device, or connect to the Internet or other district network resources using district owned or personal electronic devices, this Student Internet Safety and Technology Use agreement must be read and agreed to by the user and the parent or guardian, if a minor child.

### **3. Privileges**

The network hardware and software are the property of the School District of Pittsville. The use of the network is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and possible legal referral. The system administrator(s) may suspend an account or disallow access at any time for violation of these guidelines, or if a user is identified as a security risk. The administration may request the system administrator to deny, revoke, or suspend specific user accounts or access.

### **4. Student Internet Safety and Technology Use**

The use of an account or access to the network or Internet must be in support of education and research and consistent with the educational objectives of the Pittsville School District, including use of the system for classroom activities, professional or career development, self-discovery activities, and pursuit of educational and personal goals consistent with the mission of the school district and school policies.

Uses that might be acceptable on a private or home account or on another system may not be acceptable on this limited purpose network. Use of other organization's network or computing resources must comply with the rules appropriate for that network, including generally accepted rules of network and Internet etiquette.

### **5. Unacceptable Use**

Unacceptable Use of the computer network or Internet shall include but not be limited to the following:

- (a) Use of the school district system for commercial activities, product advertisements, financial gain, or political lobbying.
- (b) Use of the school district system to transmit, receive, access, review, upload, download, store, print, post, or distribute pornographic, prurient, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, images or other material that is lacking educational merit, socially redeeming value or that is disruptive to the educational process.
- (c) Use of the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- (d) Use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- (e) Any use of the school district system in such a way that would interfere with the efficient operation of the network or disrupt the use of the network by others, (e.g. downloading excessively large files or emailing excessively large documents).
- (f) Unauthorized use of other email systems (such as Hotmail), chat rooms, message boards, Listservs, instant messaging or other email services, including signing up for periodical message services such as "Joke of the Day," or other services over the Internet, or the sending of unwanted or "nuisance" E-mail/chain messages (SPAM) which are not consistent with the Student Internet Safety and Technology Use policy defined above.

- (g) Attempting to access prohibited social networking sites (such as Facebook, MySpace, etc.), graphics, photo or video networking sites without permission of a staff member. Use of social networking resources must be for educational purposes and must comply with all district policies, procedures, and computer etiquette.
- (h) Attempting to download, run, load, modify, or install programs or software on the network, server, or workstation/computer hard disk or other storage media (such as USB flash drives) without the permission and assistance from the system's administrator. Use of software on the network or workstation is limited to that which has been legally licensed and properly installed.
- (i) Use of the school district system to download programs, music files (such as MP3), images, or other software or files for personal use or for any use not consistent with the Student Internet Safety and Technology Use policy defined above, without prior permission.
- (j) Use of school district system to download, run, load, or install games or to run, access, or play games over the Internet without permission from a staff member. The playing of games, whether locally or over the Internet must be for an educational purpose and must comply with all aspects of this Student Internet Safety and Technology Use Policy.
- (k) Use of the school district system to vandalize, damage or disable the property or data of another person or organization; deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; tampering with, modifying or attempting to harm, destroy or change the school district system software, hardware or wiring or take any action to violate the school district system's security.
- (l) Attempting to log on as system administrator, or gain unauthorized access to the school district system or any other system through the school district system; attempting to log in through another person's account, or obtain passwords, use computer accounts, access codes or network identification other than those assigned to the user; attempting to discover passwords or gain access through the use of "hacker" programs or similar activities.
- (m) Use of the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- (n) Use of the school district system to post private information about another person or to post personal contact information about themselves or other persons (unless for official school business or otherwise authorized) including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
- (o) Use of the school district system to violate copyright laws or usage licensing agreements, plagiarize or otherwise use another person's property without prior approval or proper citation, including the downloading or exchanging of pirated software. All users must comply with the District's Copyright Policy #361.21.
- (p) Any attempt to bypass or circumvent the district's Internet filtering system as described in 9(a) below through the use of programs either downloaded from the Internet or brought in on portable storage devices (such as USB flash drives), or through other Websites or Web services such as proxies, or through any other means which results in the user's Internet access bypassing, circumventing or otherwise avoiding our Internet filter.
- (q) Any other violations of accepted network or Internet etiquette.
- (r) Use of the school district system to engage in or support any illegal activity or violate any local, state or federal statute or law.

## **6. Security**

Maintaining the security and integrity of the computer network is the responsibility of all users. Users must notify the system administrator of security problems. Users should not demonstrate the problem to other users. Users should report any inappropriate use of the network to an administrator. Any user identified as a security risk or having a history of problems with other systems may be denied access to the network. Users are expected to comply with any additional restrictions or procedures determined by the system's administrator.

## **7. Violations**

In the event a student breaches any part of this Student Internet Safety and Technology Use Policy, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding technology/Internet usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

## **8. Limited Expectation of Privacy**

- (a) By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- (b) Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An investigation or search will be conducted if the school authorities have a reasonable suspicion that the search will uncover a violation of law or of school district policy.
- (c) Parents have the right at any time to investigate or review the contents of their child's files and email. Parents have the right to request suspension or termination of their child's account at any time.
- (d) The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school system.
- (e) Users must take care that they do not disclose, use, or disseminate personal information, including historical records, regarding minors or other users when using the school district system, unless authorized to do so.

## **9. Internet Use**

- (a) All networked computers in the Pittsville school district have access to the Internet through dedicated fiber optic lines. This access is filtered by software that is designed to limit access to Internet sites that may not be in compliance with district policies, harmful to minors, or are of little or no educational value. Filtering software is not perfect and does not catch all objectionable sites, and in other instances, mistakenly filters out sites that are not objectionable. Furthermore, it is not currently possible to filter all forms of electronic mail, chat rooms, instant messaging, or other forms of electronic communications. Therefore, it is the responsibility of users to ensure that such use complies with district policies. Any errors in filtering should be reported to the system

administrator. Web sites, portals or other Internet resources that are blocked by our Internet filter may be unblocked at the request of a teacher or administrator, providing such access is appropriate for students and is consistent with the educational goals of the district and within the guidelines for Student Internet Safety and Technology Use. Staff must preview any such web sites, portals or other Internet resources to ensure their compatibility to these policies and Student Internet Safety and Technology Use before making such requests.

- (b) Internet access can be monitored electronically through software, and all access by students and other minors is automatically logged by filtering software. Log files are kept for a period not to exceed 30 days, after which the log files may routinely be overwritten. Log files will be periodically reviewed by the system administrator, and can be viewed by parents or staff at any time.
- (c) Students will be given a district email account as needed for educational use and in fact email accounts are necessary for students to access their Google account. Use of electronic mail accounts must be consistent with the educational goals of the district and within the guidelines for Student Internet Safety and Technology Use. Students may use email accounts if supervised by a staff member and may only use the email account for educational purposes. This includes all forms of electronic mail, including chat rooms and instant messaging.
- (d) This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet, web portals, or other web resources, including 'social networking sites,' or use any form of electronic communications over the Internet; all such use must be consistent with the educational goals of the district and within the guidelines for Student Internet Safety and Technology Use.
- (e) When users access the school district system from sites off campus (i.e., from home), provisions of this policy still apply. Outside of school, it is the responsibility of the user to ensure that such use complies with all provisions of this agreement.

## **10. Internet Safety**

As part of the High School Study Skills program and the Elementary Developmental Guidance program the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyber bullying awareness and response.

## **11. Student Web Pages**

Students may be given space on the District Web server to post student-made Web pages. The content of such Web pages must be for educational purposes must be supervised by a staff member, and the content must conform to all district standards and policies.

## **12. Use of Mobile Learning Devices**

Student use of district owned mobile learning devices (MLDs) such as laptops, netbooks, iPods, iPads, Chromebooks, etc. falls under the guidelines of this Computer Network & Internet Use Policy. Access to the Internet is monitored through the district's content filtering software and all rules and expectations are applied to the use of all such devices. All applications, activity and documents stored on MLDs are the property of The Pittsville School District and subject to regular review and monitoring. Students may be allowed to take MLDs off school grounds for use at home or for other appropriate educational purposes, provided such use conforms to all appropriate school procedures & policies.

- (a) Students may not:
  - Modify MLDs in any way other than instructed by the administrator or other school personnel.
  - Exchange MLDs with another student or share a password with anyone else or access any account belonging to other students, faculty, or staff.

- Allow other students to retain or remove MLDs from their presence.
  - Apply any permanent marks, decorations, or modifications to the MLDs.
  - Synchronize the MLDs with another computer outside of the school.
  - Clear or disable browsing history or set password protection on the device.
  - Disable the MLDs or its applications.
  - Change, alter, bypass, or attempt to bypass any MLD security measures including filtered Internet access.
  - Use the device in any way or make any changes to the device which is not consistent with district policies or educational purposes.
- (b) Use of the MLDs may require a few necessary tasks to keep the devices performing well:
- On-line time must be used wisely to allow equitable access for all users.
  - Clean the screen often with approved cleaning towels.
  - Make sure hands are clean before using.
  - Keep away from food and drink.
  - Charge the MLD only with the included charger and using a standard wall outlet for your power source.
  - Report any software/hardware issues to your teacher as soon as possible.
  - Keep the MLD in a well-protected temperature controlled environment when not in use.
  - Keep the MLD secure - take reasonable precautions to protect MLDs and any data stored on them from theft or damage.
  - Return the MLD to the school in good condition in a timely manner, or as directed.
- (c) Applications will be preinstalled on each MLD by school staff. Additional applications may be reviewed and added to facilitate academic needs. Purchasing and installing these applications is the responsibility of the school. The student user is not to install any applications not approved by their teacher or the Pittsville School District.
- (d) Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student/parents assuming the financial responsibility of replacement of the MLD. Student use of the MLD off school grounds may be revoked at anytime by the administration.

### **13. Personal Electronic Devices**

Pittsville School District offers wireless access in our buildings. Each time someone accesses the wireless network, s/he must agree to the terms listed below:

- Student use of devices will be at the discretion of the teacher or other district staff and must be used for educational purposes.
- Students are prohibited from using any personally owned electronic devices or electronic communication devices during instructional time (as determined by the teacher), during exam periods, in locations where there is an expectation of privacy, or when the device distracts others or interferes with the operation of the school.
- Users must follow all appropriate district policies, procedures, and computer etiquette while using any personal electronic devices on school grounds, or while connecting to the district wireless network or using network resources.
- The district will not be held liable for any damage that may occur as a result of connecting to the wireless network or any electrical power source.
- The district will not be held responsible for any physical damage, loss or theft of the device.
- The district is not obligated to supply electrical power access.
- Persons connecting devices to the wireless network agree to maintain current anti-virus software.

- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Pittsville Public Schools for any damage that their student may cause arising out of and relating to the use of the wireless network with his/her personal wireless device.

#### **14. Cloud Computing & Storage**

Saving documents on Internet storage sites (such as 'Google Docs') is known as cloud storage. The district may set up accounts for students with companies such as Google (Google Apps/Google Docs) that provide such services. Student use of any such accounts must comply with all applicable district policies, and are subject to review by teachers and staff. Use of these services shall be treated the same as if the storage or service was provided locally by the district's own servers and computer equipment, and all appropriate policies, behavior expectations, and computer etiquette will apply.

#### **15. At-Home Access to District Technology**

The District may provide staff, students, and parents with access to District technology and information through the use of home computers over the Internet in accordance with the following guidelines:

- (a) Access will be made available at no charge.
- (b) The District will not be responsible for:
  - 1) Any virus, worm, or other infestation that a home-user may obtain through District access.
  - 2) Any copyright violations that may be incurred through District access.
  - 3) Loss or damage to any equipment or software of the home-user.
- (c) Any parents or students who wish to access student and/or family accounts will be provided with a login procedure, name, and password. All users must take steps to secure such passwords to prevent unauthorized access to student and/or family accounts
- (d) Access to District technology for staff, students, and parents is provided as a service and not a right of users. Access can be denied for any violation of this Student Internet Safety and Technology Use Policy.

#### **16. Disclaimer**

The School District of Pittsville makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user's errors or omissions. The School District of Pittsville specifically denies any responsibilities for the accuracy or quality of information obtained through its services. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet. Users must agree to Indemnify and hold harmless the School District of Pittsville for claims arising out of the use of the computer network.



## Chromebook Rules and Appropriate Usage

The Pittsville Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the property of **Pittsville Public Schools**. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school and/or home, students and parents or guardians must sign the Student Internet Safety and Technology Use Policy, Parent Permission Agreement, and the 1:1 Technology Student Expectation Agreement

### **RESPONSIBILITIES**

By signing the Student Internet Safety and Technology Use Policy, Parent Permission Agreement and the 1:1 Technology Student Expectations, students and parents or guardians agree to:

- Submit their Chromebooks to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebooks overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for classes by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage or theft. Required precautions include the use of a protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook and AC power adaptor. The replacement cost of a PPSD Chromebook will vary by make and model (approximately \$200-\$300).
- Abide by the rules and behavioral expectations of the Student Internet Safety and Technology Use Policy

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the Junior High or High School office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

# Social Media Guidelines

## **Educational Purpose**

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

## **Teacher Responsibility**

- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites
- Be aware of and adhere to federal Children's Online Privacy Protections Act laws and District Policies.

## **Student Responsibilities**

- When creating accounts, provide their *full first names and only the first letter of their last name*.
- When asked to provide birth date information, *all students will use January 1 of their birth year*.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 *Technology Student Expectations*. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personal immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Student Internet Safety and Technology Use Policy (AUP), building-specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

## **Parent/Guardian Responsibility**

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, and AC power adaptor. The replacement cost of a PPSD Chromebook will vary by make and model (approximately \$200-\$300).

## 1:1 Technology Student Expectations

### As a learner I will:

- 1) Look after my 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 is as secure as possible. Chromebooks **MUST** be carried in its protective case.
  - e) Carry my Chromebook in the closed position with two hands.
- 2) Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
- 3) Store my Chromebook in my locker when not in use (i.e. lunch, phy ed, etc.). The Chromebook should be in its case when stored in my locker and no item will be stacked on top of it.
- 4) Be on the task assigned by my teacher at all times. Chromebooks will **ONLY** be used for educational purposes as directed by Pittsville Public Schools staff.
- 5) Print only after teacher gives permission.
- 6) Not decorate the Chromebook and not allow it to be subject to graffiti.
- 7) Not install or download additional software.

### Consequences for Violation of Chromebook Rules:

Students are expected to abide by the rules and behavioral expectations of the Student Internet Safety and Technology Use Policy and Chromebook rules of use both at home and at school. Consequences for violation of these rules or policies will be imposed as per student handbook/district policies. By signing the User Agreement, you commit to the student expectations and understand the consequences for any violation.

## User Agreement and Parent Permission Form

I hereby acknowledge that it is my responsibility to access the *Chromebook Guide* either online or by obtaining a hard copy of the *Guide* in the school's office. My signature below indicates that I agree to read the *Guide* and abide by the standards, policies, and procedures defined or referenced in this document. The information in this *Guide* is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this *Guide*. I accept responsibility for reading and abiding by the changes.

As a user of the Pittsville Public School's computer network and recipient of a district Chromebook, I hereby agree to comply with the user agreements and expectations contained in the *Chromebook Guide*:

- ✓ Acceptable Use Agreement
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

**Student Name (PRINT):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 1:1 Technology Parent Permission Agreement

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for violations, including repair and/or replacement costs. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I hereby agree to comply with the user agreements contained in the *Chromebook Guide*:

- ✓ Acceptable Use Agreement
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

If my student's assigned PPSD computer device and/or accessories are not returned at the end of the school year or when my student exits the District, I am aware that the District has the right to collect the replacement cost of any missing items. If I do not return the items in good working order or do not pay for the missing or damaged items, the District may pursue collections.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Parent/Guardian Driver's License Information:**

Name (PRINT): \_\_\_\_\_ DL#: \_\_\_\_\_ State: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Frequently Asked Questions

### **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

The Pittsville Public School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is neglectfully damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$200-\$300). The District regards the Chromebook as all other materials that are checked out of the student, ex: library materials, sports equipment, etc. **We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.**

“Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the “damage of the property of others” under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners’/renters’ coverage.” (page 7)

### **What is the replacement cost of the Chromebook and accessories?**

Chromebook:	approximately \$200-\$300 (varies by Make and Model)
AC Charger:	approximately \$20-\$30 (varies by Make and Model)
LCD Panel:	approximately \$40-\$60 (varies by Make and Model)
Keyboard:	approximately \$30-\$60 (varies by Make and Model)
Touchpad:	approximately \$20-\$40 (varies by Make and Model)
Battery:	approximately \$40-\$60 (varies by Make and Model)
Motherboard:	approximately \$100-\$150 (varies by Make and Model)

### **Does my child have to accept a Chromebook?**

A Chromebook will be checked out to each 7<sup>th</sup>-12<sup>th</sup> grade student for the school year for use at school and to take home. If a parent/guardian does not want the child to take the Chromebook home, the parent may submit that request in writing to the office. In this case the student will need to check the Chromebook in and out of the LMC each day.

### **How is the District paying for Chromebooks?**

The Chromebooks were purchased using dollars from the budget for technology and reallocation from supplies and textbook budgets.

### **As a parent/guardian, how do I monitor my child’s use of the Internet?**

While your child is using a PPSD Chromebook, a web content filter is monitoring their Internet use. Please see the attached document entitled “Parents’ Guide to Safe and Responsible Student Internet Use.”

## **What if we don't have Wi-Fi at home?**

A Chromebook's use is maximized by Wi-Fi. The vast majority of families indicated on district surveys that they have Internet access capability at home. If a family does not have Wi-Fi at home, a student may use the Chromebook at school, at the public library, at local businesses with Wi-Fi capability, or wherever Wi-Fi is available. Arrangements can be made with the district to check-out a district owned hotspot to receive WiFi via a cellular data network, depending on your location and its cellular signal coverage. Arrangements can also be made for the student to be at school outside of normal school hours to utilize the district's WiFi by contacting the office.

## **Can students buy their own cover/bag?**

The PPSD requires each student to have a protective sleeve that fits at least a 12" laptop or netbook, and can be purchased through the office or any other source.

## **What if a student forgets to charge the Chromebook?**

There will be limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to turn the Chromebook in to the LMC at the end of each day and pick it up each day for three weeks.

## **Will students keep the Chromebooks for the summer?**

Chromebooks and all PPSD 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 your child's principal with any questions regarding student use of Chromebooks.

Rodrick Watson  
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## Parents' Guide to Safe and Responsible Student Internet Use

The Pittsville Public 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 schoolwork 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 and 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 PPSD One-to-One Technology, and Chromebooks Guide.** 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 students, 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.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.