

# Jefferson Co. R-VII School District Parent/Student Chromebook Handbook 2017-2018

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## Terms of the Chromebook Use

### Terms:

Please read and sign the Jefferson Co. R-VII School District's Parent/Student Chromebook Use Agreement. You must comply at all times with the Jefferson Co. R-VII School District's Parent/Student Chromebook Handbook and Acceptable Use Agreement and all of its contents. Any failure to comply may end your rights of possession effectively immediately and the District may repossess the property.

### Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full compliance with this Agreement and the Parent/Student Chromebook Handbook.

### Loss or Damage:

Insurance against loss or damage is available through third-party vendors and is highly recommended, but not mandatory. If you choose **not** to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repair or replacement costs. If you do choose to insure the Chromebook, leaders in this area are:

Worth Ave Group - <http://www.worthavegroup.com/laptop-insurance>

Safeware - <http://www.safeware.com/Products/IndividualCoverage.aspx>

The District is not affiliated with and does not benefit from the purchase of insurance. The District does not recommend or endorse any insurance provider, however, it is recommended.

Loss or theft of the property must be reported to the District by the next school day after the occurrence. In case of theft, vandalism, and other criminal acts, a **police report must be filed by the student or parent within 24 hours of the occurrence. Incidents that occur off campus must be reported to the local police or sheriff (depending on the location of incident) by the parent and a copy of the report must be brought to the school within ten school days.**

The current replacement cost of the equipment is:

Item	Cost
Chromebook (includes device, engraving & management software)	\$214
Chromebook Charger	\$25
Replacement Screen	\$62
Laptop Case	\$26
Motherboard	\$100
Bezel	\$15

Keyboard	\$49
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### **Repossession:**

Failure to comply with all terms of this Agreement and the Parent/Student Chromebook Handbook, including the timely return of the property, the District may assess a fee for its replacement. All equipment must be returned upon request for any reason. Equipment must be returned prior to graduating or leaving the District.

### **Term of Agreement:**

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. A fee of \$10 per day may be assessed for equipment not returned according to these terms.

### **Appropriation:**

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Seniors must clear all records and pay all fees before participating in graduation ceremonies.

### **Damage, Loss or Theft:**

- In case of theft, vandalism, and other criminal acts, **a police report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of incident) by the parent and a copy of the report be brought to the school within ten school days.**
- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.
- If a transfer to another school takes place, you will have **48 hours** to return the computer to the District.
- Seniors must clear ALL records and pay all fees before participating in graduation.

### **Estimated Repair Pricing Resulting from Deliberate Damage or Neglect:**

All prices are based on the current cost the District must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on manufacturer's current price list. The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.

### **Use of Computers and Notebook Computers on the Network:**

Jefferson Co. R-VII School District is committed to the importance of a student being able to continue with his work when their Chromebook is experiencing problems. To assist with this problem the District is providing the following:

### **Loaning or Borrowing Notebook Computers:**

- Do NOT loan computers or other equipment to other students.
- Do NOT borrow a computer from another student.
- Do NOT share passwords or usernames with others.

### **Internet Safety:**

There are many sites on the Internet that can be potentially dangerous to minors. To comply with the Children's Internet Protection Act (CIPA), these sites are blocked while students are logged on to the District network. The District is committed to extending this protection no matter where the student uses their Chromebook. Therefore, the District enforces the same Internet filtering away from the District network through a proxy. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution.

## General Notebook Computer Rules:

### Operating System:

Students are not allowed to modify or reset Chromebooks to the factory default.

### Screensavers

- Inappropriate media may not be used as a theme or screensaver.
- Passwords on screensavers and power-on screen are not to be used.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.

### Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones are required and must be used.

### Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize.

### Transporting Chromebooks

- Chromebooks must be transported in the District provided case.
- Chromebooks must be shut down and stored in a safe location when not being utilized.
- Chromebooks should not be carried in backpacks or other bags.
- No other items will be stored in the Chromebook bag except for the chromebook, charger, 2nd student ID, and pen and pencil. (No class papers, notebooks, folders, ect)

## Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Access to technology resources are provided for the purpose of supporting the teaching, learning, business and communication processes of the Jefferson R-VII School District. The district strives to ensure a safe, secure and reliable environment for its students, staff, and faculty. To ensure this environment, the district requires the following.

The Jefferson County R-VII School District is providing students access to the district's technology resources. These resources include Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Jefferson County R-VII School District technology resources.

The Jefferson County R-VII School District technology resources have been established for a **limited educational purpose**. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

The district's technology resources have not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right. It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this agreement.

The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.

Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Jefferson County R-VII School District technology resources.

### **General Unacceptable Behavior**

While using any Jefferson R-VII School District technology resource, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Obey Copyright Laws, and comply with Fair Use Guidelines.
- Students will not abuse network resources such as sending chain letters or “spamming”.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Jefferson R-VII School District technology resources for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Jefferson County R-VII School District technology resources for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use of any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district.
- Students will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Students may only use e-mail for school sponsored activities or by permission of the Director of Technology.
- Students may not use a teacher’s or another student’s password or identification.
- Each student and their parent or guardian must sign and return the technology use agreement.
- No one is permitted to connect to the District’s network via any type of wireless device without faculty or staff permission and direct supervision.
- Accessing gambling or auction websites.

### **E-mail**

Students may be provided with Email accounts with the approval of the building level administrator and parent/guardian.

- Students will not establish or access Web-based Email accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent

them the message.

- Students will not post private information about another person.

### **World Wide Web**

- Primary and Intermediate School Level - Access to information for students on the Web will generally be limited to prescreened sites that are closely supervised by the teacher.
- Middle and High School Level - Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by their school.

### **Websites**

- Primary and Intermediate School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
- Middle and High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the homepage of the classroom, school or district, as appropriate.

### **Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, birthday, telephone, email address, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

### **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Jefferson R-VII School District's technology resources. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Websites blocked by district policy, including the use of proxy services, software,

or Web sites.

- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

### **Software and Files**

- Software is available to students to be used as an educational resource. No student may install, change, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Jefferson R-VII School District's technology resources may lead to discovery that a student has violated this agreement or the law. Students should not expect that files stored on district servers are private.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

### **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were theirs.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

### **Videoconference and Video Chat**

- Video is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With video equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Video sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

### **Student Rights**

- A student's right to free speech applies to communication on the Internet. The Jefferson R-VII School District electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational, legal, or business reasons. The district will not restrict a student's

speech on the basis of a disagreement with the opinions that are being expressed.

- An individual search will be conducted if there is reasonable suspicion that a student has violated this agreement or the law. The investigation will be reasonable and related to the suspected violation.

### **Due Process**

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and agreement, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and agreement may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, privacy or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The district provides content filtering but not all malicious activity can be impeded.
- The district is not responsible for goods and/or services purchased or sold through district technology resources

### **Violations of the Acceptable Use Agreement**

Violations of this agreement may result in loss of access as well as other disciplinary or legal action. Students' violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:

- Verbal warning and entry in the student's cumulative record folder
- Office referral
- Parent or guardian contact
- Use of district resources only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- In-school detention
- Saturday detention
- Suspension from school
- Financial reimbursement
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The revocation of one or several of these privileges may result in the loss of course credit and possible course failure. The particular consequences for violations of this agreement shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

**References:**

Patriot Act - <http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR>:

Computer Fraud and Abuse Act - [http://www.usdoj.gov/criminal/cybercrime/1030\\_new.html](http://www.usdoj.gov/criminal/cybercrime/1030_new.html)

Children's Internet Protection Act - <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

Family Educational Rights and Privacy Act - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Health Insurance Portability and Accountability Act - <http://www.hhs.gov/ocr/privacy/index.html>





## Jefferson County R-VII School District Student Acceptable Use Consent Form

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

*I acknowledge that I have read, understand and agree to all the terms outlined in the Jefferson R-VII Technology Acceptable Use Agreement. I further understand that as a user of technology resources owned and operated by the Jefferson County R-VII School District, I am responsible for my child's actions.*

*I also acknowledge that Jefferson R-VII School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail. Network administrators can review my e-mail, file folders, and communications to maintain system integrity and insure that I am using the system responsibly.*

*I understand that any and all of the following sanctions outlined in the Acceptable Use Agreement could be imposed if I violate an agreement and/or procedure regarding the use of Jefferson R-VII School District Technology Resources.*

*I further understand that this agreement is valid at all times that I have access to Jefferson R-VII School District technology, and will be kept on file.*

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

Parent or Guardian Printed Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_