



# **1 to 1 Technology Program Student & Parent Handbook Use Agreement**

**Lacey Township School District 2019-2020**

*“The classroom of today is about connections and collaboration.”*

## Overview

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### ***Introduction***

The Lacey Township School District (LTSD) Chromebook Program will promote skills in demand by the global community. It will support flexible instruction implemented by teachers who will be positioned to differentiate their instruction for the needs of every learner. Students will be able to use applications and online content that will assist them in their critical understanding of important concepts.

LTSD supports a 1:1 initiative in grades 5 through 12 using a Chromebook, and further supports learning beyond the walls of the schools by allowing students who attend Lacey Township High School (LTHS) the privilege of taking the devices home outside of school hours in an effort to create a seamless and dynamic educational experience by making the access to resources available at all times.

It is the district’s policy to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

The purpose of providing this program is for students to have an enhanced learning environment that leverages connected curricular resources, meaningful online and blended learning experiences, and to prepare students for the collaborative global communities that exist. Providing each student a Chromebook creates an equitable access to collaborative educational tools and resources that enables teachers to thoughtfully create engaging lessons.

**Prior to a Chromebook being issued to a student, both students and parents must read, accept and agree to comply with the Lacey Township Schools 1 to 1 Technology Program Student & Parent Handbook Use Agreement.**

Any questions or concerns about the program should be directed to the Lacey Township High School Main Office. The Main Office can be reached at 609-971-2020 or email at [lthsmainoffice@laceyschools.org](mailto:lthsmainoffice@laceyschools.org).

# Responsibilities and Expectations

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Every student and parent must read and agree to the **1 to 1 Technology Program Student & Parent Handbook Use Agreement** before any student is issued a Chromebook. The following are rules and guidelines that both the student and parent must agree to before the Chromebook is issued to a student participating in the 1 to 1 program:

## ***General Usage of the Chromebook***

**Use of the Chromebook is for academic purposes only.**

All LTSD Chromebooks are provided to students for educational usage in alignment with the educational direction of the school district. LTSD may revoke access to Chromebooks at any time for inappropriate behavior. Students will not use Chromebooks for game playing, instant messaging, chat rooms or online forums where these activities contradict the Acceptable Use Policy, conflict with educational purposes, or interfere with the educational environment. Attempts to circumvent or bypass the filter or manipulate any district device, account, or service is prohibited.

**Students will not use the Chromebook webcam to photograph and the microphone to record any other student, teacher, or other person unless for academic purposes, and only with the other person's consent.**

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies and State and Federal laws. Users of the Chromebook device are required to use the device in a manner that complies with these and other LTSD policies. Use of the Chromebook in a manner that violates LTSD policy may result in revocation of the device and may result in further disciplinary consequence. Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes. Therefore, electronic recordings obtained with the Chromebook may not be shared, published or broadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

**Students will make Chromebook available for inspection by an administrator, teacher, or staff member when requested.**

The Chromebook that is assigned and loaned to a student is the property of Lacey Township School District. The device is loaned to the student for educational purposes. The Chromebook, the managed Google account, and the contents of the device will be monitored by the LTSD staff. The student should have NO expectation of privacy of any content that the Chromebook is used to view or any content while using the district managed Google account.

**The LTSD Chromebook and its content can be monitored by LTSD staff. Appropriate behavior of the device is an expectation as well as the adherence to LTSD policies both at school and at home.**

The LTSD Chromebook and its contents are monitored. The use of the LTSD Chromebook as property of Lacey Township School District for anything deemed inappropriate may result in disciplinary action regardless of the physical location of the device or student.

**Students will not provide personal information about themselves or any other individual using the LTSD Chromebook. File sharing will be limited to school assignments only.**

Providing personally identifiable information can have unforeseen, unexpected, and unsafe consequences. Students will only share files as needed for school related activities, projects, and assignments.

**Students will use LTSD Chromebooks as they are provided, preconfigured for their LTSD G Suite accounts only, and will not alter the network and security settings.**

Students will only sign into a Chromebook with their LTSD G Suite accounts and will not attempt to alter the Chromebook or any setting that would allow them to circumvent this policy setting. Students will not attempt to bypass any network, filter, or security settings.

**Students must follow parent or guardian guidelines when using the LTSD Chromebook outside of the Lacey Township School District.**

LTSD Chromebooks are the property of the Lacey Township School District to be used for academic and educational usages only. LTSD Chromebook and G Suite usage is subject to district limitations without regard to time or location of the student and device. How and when the usage of the LTSD Chromebook outside of school hours takes place is the responsibility of the parent/guardian.

**Students who are able to keep their Chromebooks during the summer months will ensure they are fully functional prior to the start of the new school year.**

During certain circumstances, as outlined by the school administration, students will be permitted to maintain possession of the LTSD Chromebook over the summer. Any and all issues should be reported directly to the main office to arrange for technical support and possible repair.

### ***Preparedness for School***

**Students will bring their Chromebook to school each day.**

The LTSD Chromebooks are an integral part of the learning experience for students. LTSD does not have enough Chromebooks to supply every student with an extra device. There is a small supply of Chromebooks for student use in extenuating circumstances when the assigned Chromebook is being repaired. All work that requires a Chromebook to complete remains the responsibility of the student.

**Students will come to school each morning with the battery fully charged.**

A fully charged LTSD Chromebook will last the entire school day. There are not enough outlets nor will LTSD supply extra chargers to be loaned out during the school day. The Chromebook should be charged in a safe place so that it cannot get damaged.

### ***Loaning or Borrowing Chromebooks***

**Students must not loan Chromebooks to other students.**

Chromebooks are assigned to individual students and should only be used by the assigned student.

**Students must not share usernames and passwords with others.**

The LTSD Chromebook's are password protected. Students must keep their passwords confidential. Students must not use or attempt to use another student's or LTSD staff member's subscriptions, personal information, logins, files, academic work, or personal information.

### ***Damage and Loss***

**Students will immediately report any malfunctions, damage or loss of the Chromebook to a classroom teacher or the high school media center technology help desk.**

To ensure the LTSD Chromebook's remain in working order, any and all damage or malfunctions must be reported immediately to the media center so it can be checked and repaired. Students must

report and stop using the device immediately. Any parts that may be damaged and broken off of the Chromebook should be kept and provided to the media center when the device is turned in. Students should not make any attempt to repair the device itself, doing so may further damage the Chromebook.

**Students will not modify or vandalize the appearance or functionality of the LTSD Chromebook.**

The LTSD Chromebook is owned by the district and borrowed by the student. Students will treat the Chromebook with care and respect knowing that they must return the LTSD Chromebook at the end of the school year and make the Chromebook available upon request of a staff member for inspection. At that time the LTSD Chromebook will be inspected for modification, defacing, damage, and vandalism for which the student/family will be held responsible. This does not include normal wear and tear. Students should not draw on or place stickers on the Chromebook, place any items on top of the Chromebook, pick at or remove keys, store any items between the keyboard and screen, scrape the surfaces, damage the screen, or obstruct port access on the Chromebook. Students will not attempt to scratch or remove any tag or sticker placed on the LTSD Chromebook for identification purposes.

**The LTSD Chromebook is to be repaired only by district authorized repair designees.**

Students will immediately notify their teacher of any unexpected behavior or damage to the Chromebook and arrange a time for the student to visit the location designated in the school to drop off the Chromebook for review and repair. Unauthorized repairs may result in more damage or voiding of warranty.

**In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence.**

The Chromebook serial number must be included in the report. Incidents occurring off campus must be reported to the police by the parent and a copy of the police report must be brought to the school. The parent/student will be responsible for the replacement of the Chromebook.

The student and parent are responsible for the fair market value of the Chromebook if it is damaged. (See Fair Market Chart.)

The student and parent are responsible for the reasonable cost of repair for damages to the Chromebook which is not covered by the warranty; i.e., broken/cracked LCD screen caused by dropping the Chromebook, a keyboard repair caused by deliberately removed keys, etc. (A table of estimated pricing for a variety of repairs is included in this handbook.)

Description	Cost
LCD Repair	\$80
Topcase/Keyboard	\$80
Battery	\$70
Bottom Case	\$50
Logic Board	\$120
Other Internal Components	\$50

Key Replacement	\$10
AC Adapter (Genuine OEM)	\$30
Chromebook Replacement	\$229

If the student intentionally damages a Chromebook, the student may face disciplinary action for vandalism as outlined in the high school's Student/Parent Handbook and know that vandalism may not be covered by an insurance claim, Chromebook protection plan, or warranty coverage.

### ***Appropriate Content***

**Chromebooks should only be used to access school appropriate content.**

As outlined by the Acceptable Use Policy and defined in the Lacey Township School District Policy #2361, students should not use the LTSD Chromebook to access material other than educational usage. Any student who comes to find questionable or objectionable content should report their findings to their teacher or media center help desk immediately.

**Incidental access to inappropriate or questionable content should be reported immediately.**

**Inappropriate materials may include, but are not limited to, explicit or implicit references to:**

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discrimination or prejudicial behavior

**Students will follow all copyright laws.**

Material that has been copyrighted is protected by law. Appropriate and fair use of copyrighted material should be followed at all times. If there are any questions about how to lawfully use or give credit to the copyright owner, students should discuss with their teacher immediately.

**Students will not attempt to install or download software not approved for district use.**

Installation or running of any unapproved programs can lead to unsafe, unintended results. Applications, extensions, or any other program needs should be brought to the attention of the student's teacher who can then make the proper request for additional needs. Any damage to the student's LTSD Chromebook, any other devices, and/or the District Network that is the result of unapproved installations or running of unapproved programs will be the responsibility of the installer.

**Students will store their Chromebooks in a secure location (student assigned locker with a lock on it) when not using the device.**

It is the responsibility of the student to properly secure the LTSD Chromebook during times when the device is not being utilized or would be put in an unsafe situation. Examples include but are not limited to Physical Education class and lunch.

**Students will responsibly use multimedia content for educational use.**

With the connection to the internet comes an enormous responsibility to be a good digital citizen. The LTSD Chromebook is being lent to a student to improve the educational experience of the student. Students are provided accounts for district approved applications and software. The use of personal accounts for websites browsed on the LTSD Chromebook must support educational usage and only be used in an educationally appropriate way that coincides with the ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES Policy/Regulation #2361. Any

use of the LTSD Chromebook for purposes that are not educational are considered as inappropriate usage.

## Important Information

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### ***Distribution***

Chromebooks will be distributed in school once the students and parents have read and signed the Lacey Township School District 1 to 1 Technology Program Student/Parent Handbook Use Agreement. The Chromebooks will remain with the students until the end of the school year. At that time, notice will be given to students as to the process and timeline for the Chromebooks to be returned. Chromebooks must be returned to the district before the end of the school year. When a student leaves the district he/she will surrender the Chromebook to the district. Students will be issued the same Chromebook each year they attend Lacey Township Schools.

All data on the LTSD Chromebook and while using the district G Suite account should not be considered private. **The Chromebook, the managed G Suite account, and all data stored and visited can be searched at any time.**

Electronic documents, network usage and all stored files **shall not be considered confidential and may be monitored at any time** by designated district personnel to ensure appropriate use. The district complies fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Privacy should not be an expectation.

### ***Network Use***

All high school students have access to a district assigned and managed Google account which will provide a variety of services including Internet based data storage and a limited email account that is accessible through the student's individual district Google login. This provides students with a safe and secure place to save their work. Should the Chromebook experience problems or be out for repair, students will be able to access their files in the appropriate application using a loaner Chromebook. Students are encouraged to save all important work to Google Drive on a regular basis.

User information is always password protected and access to the account should be guarded by the student. All students will be provided with a secure login and their content will be filtered regardless of their location. Privacy should not be an expectation when utilizing a district owned device, a district managed account, or when accessing the LTSD network.

Students should not loan their Chromebook to any other student, nor should they borrow a Chromebook from another student. Under no circumstance, should a student allow another student to log into his/her data, nor should any student share his/her login (usernames and passwords) with any other individual.

The safe and responsible use of the Internet is of the utmost importance to the district. While at school and home, students are protected from potentially dangerous and inappropriate content through the District's network filter.

It is the responsibility of the parents or guardians to ensure that the Chromebooks are being used in accordance with the Acceptable Use Policy and District Technology Policy #2361 while outside of school.

### ***Usage of Devices Other than Chromebooks on LTSD Networks***

Students are not permitted to use personal computers, personal Chromebooks or other devices in place of their issued LTSD Chromebook. In the event that there is a bonafide educational reason for the usage of a device other than the LTSD Chromebook, connection to the LTSD Network will be limited to the device by use of the devices MAC address. A bona fide educational reason needs to have the approval of the school administration. A few examples of a bonafide educational reason includes a specific device defined in a student's IEP or 504, ongoing medical needs, or other unique educational opportunity with administrative approval. It is the responsibility of the device owner to provide the necessary MAC address. The device owner is responsible for any and all actions completed by this device on the LTSD Network. Any and all damage that is the result of the device being connected to the LTSD Network is the full responsibility of the student/family using the device.

### ***Anti-Big Brother Act***

The provided technology device may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information.

The school district will not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

### ***Chromebook Protection***

#### **Insurance:**

Lacey Township School District is offering its own Chromebook Protection Plan with costs less than that of insurance plans. Students and families who choose not to participate can assume personal liability or seek personal insurance policies to cover any possible damages. The School District Protection Plan is available for all students and families to cover the repair or replacement of a Chromebook in the event of accidental damage or \*theft. *Loss or damage that is due to negligence on the part of the student will not be covered under this plan.* Examples of negligence include, but are not limited to acts of vandalism, missing keys that have been pried off, or cameras that have been disabled or removed. Students and families that enroll in this plan will have their Chromebook repaired and/or replaced by district IT staff or another district approved repair vendor and they will be provided with a free loaner Chromebook for the duration of the repair/replacement period. The loaner device will also be covered under this plan selection without an additional annual cost, however deductibles will still be applied in the event of damage.

The protection cost is \$20 annually. The first repair of accidental damage will be of no charge, \$0, and will be accompanied by a \$20 deductible for each repair and/or replacement. There will be a maximum of two (2) repairs per student/per school year at the \$20 deductible. Subsequent repairs will be at full market value. Chargers are not covered. Families that are enrolled in the Free and Reduced Lunch Program will not be charged the initial fee of \$20 but will be held responsible for the \$20 deductible and for the replacement cost in the event of loss of the Chromebook. Accidental damage repairs will NOT include liquid spill damage in any scenario.

#### **No Chromebook Protection Plan:**



Should students or their parents decline to purchase the Chromebook Protection Plan, or purchase insurance on their own, they will be responsible to repair or replace the Chromebook and all accessories to “like new” condition or pay the fair market value. Students and parents will be held financially responsible for all accidental damages and repairs. Students will be placed on the “fine list” for any Chromebooks that are not returned or damaged in the same way that a textbook must be returned in proper condition at the end of every school year. Students will be issued a loaner Chromebook for use during the school day but will not be allowed to take it home. Should something happen to the Chromebook, the cost of the replacement will be \$229.

### **Table of Estimated Repair/Replacement Costs**

If the Chromebook must be replaced / repaired due to negligent loss or damage, the following charges will apply:

<b>Age of Chromebook</b>	<b>Value</b>
1 Year or less	\$229.00
1 - <2 years	\$180.00
2 - <3 years	\$150.00
3 - <4 years	\$115.00
4 - <5 years	80.00

**\* Fair Market Value for 2019-2020 school year is \$229.00**

# **Lacey Township School District**

## **ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES Policy/Regulation #2361**

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, “computer networks/computers” includes, but is not limited to, the school district’s computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, “school district personnel” shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district’s computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district’s computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the pupil and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Pupils are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district’s networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to pupils who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district’s computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

## INTERNET SAFETY

### Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

### Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
7. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

### Information Content and Uses of the System

Pupils may not publish on or over the system any information which violates or infringes

upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent of Schools or designated school district personnel, contains any advertising or any solicitation to use goods or services. A pupil cannot use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides pupils access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and pupils must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Pupils and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Pupils knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts or access on the school district's computer networks and their independent use of computers.

#### On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the pupil.

Computer networks/computer resources are to be used by the pupil for his/her educational use only; commercial uses are strictly prohibited.

## Software Libraries on the Network

Software libraries on or through the school district's networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the right to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the pupil's access or take other action consistent with the Board's policies and regulations of a pupil who misuses the software libraries.

## Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Pupils may download copyrighted material for their own use in accordance with Policy and Regulation 2531 - Use of Copyrighted Materials. A pupil may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

## Public Posting Areas (Message Boards, Blogs, Etc.)

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a pupil who misuses these public posting areas.

## Real-time, Interactive, Communication Areas

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a pupil who misuses real-time conference features (talk/chat/Internet relay chat).

## Electronic Mail

Electronic mail ("email") is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish pupil email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the pupil or for a period of time determined by the district. A canceled

account will not retain its emails. Pupils are expected to remove old messages within fifteen days or school district personnel may remove such messages. School district personnel may inspect the contents of emails sent by a pupil to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer networks/computers.

### Disk Usage

The district reserves the right to establish maximum storage space a pupil receives on the school district's system. A pupil who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A pupil who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district's system.

### Security

Security on any computer system is a high priority, especially when the system involves many users. If a pupil identifies a security problem on the computer networks/computers, the pupil must notify the appropriate school district staff member. The pupil should not inform other individuals of a security problem. Passwords provided to pupils by the district for access to the district's computer networks/computers or developed by the pupil for access to an Internet site should not be easily guessable by others or shared with other pupils. Attempts to log in to the system using either another pupil's or person's account may result in termination of the account or access. A pupil should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any pupil identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

### Vandalism

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

### Printing

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

### Internet Sites and the World Wide Web

Designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

## Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361 - Acceptable Use of Computer Networks/Computers and Resources, 5600 - Pupil Discipline/Code of Conduct, 5610 - Suspension and 5620 - Expulsion as well as possible legal action and reports to the legal authorities and entities.

## Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Computerized information resources can motivate student learning, expand opportunities for individualized instruction, provide new learning resources, and make abstract concepts more concrete. The Board of Education provides computers and Internet access as tools to enhance its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults.

Student use of school computers shall be limited to work related to their academic program and their school-sponsored extracurricular activities. Students are responsible for appropriate behavior on the district's computer network. The Student Code of Conduct rules for behavior and communications shall apply.



The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for all activity that originates from his/her account while accessing and utilizing the school's computer resources. These rules are intended to help ensure that students use school computers and the Internet in a safe and appropriate manner.

The Board of Education also provides students instruction in the proper and effective use of these resources. Generally, the same standards of acceptable conduct that apply to any school activity shall apply to use of the district's computer system. Students are expected to act in a respectful, responsible and legal manner.

Although the district exercises professional judgment in selecting computerized information resources, the nature of the Internet makes it impossible to control this resource fully. Access to the Internet will be granted for all students and all students agree to abide by the Student Code of Conduct and the district's Acceptable Use Policy. A parent or guardian may explicitly request their child not have access to the Internet. A formal written request must be submitted to the district

Electronic material that users transmit or store is not private. The district reserves the right to monitor use of its computer system to assure that it is being used in compliance with Board of Education policy and administrative regulations as well as applicable state and federal laws.

Misuse of the computer system can result in disciplinary action, including restriction of computer privileges. Illegal actions will be subject to police investigation and action.

Administrative regulations will further define guidelines of appropriate use of the district's computer system.

Adopted: June 16, 2014

# Lacey Township School District

## 1 to 1 Technology Program

### Student & Parent Agreement

#### Student Section

*My signature below indicates that I carefully read, understand and agree with the information and the stipulations contained within the 1 to 1 Technology Program Student & Parent Handbook which includes the District Acceptable Use Policy and Regulation #2361.*

Furthermore, by signing below, I have been informed about the district policies regarding the technology device lent to me by Lacey Township School District and understand it is my responsibility to return in the same condition it was borrowed. I have also read and understand the information regarding the Anti-Big Brother Act.

Lastly, I will receive a Chromebook that will be assigned to me and will immediately inspect the device to ensure good mechanical working order with no obvious defects or damage. Failure to report any such issue means that I will be responsible for the defect or damage.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

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

#### Parent Section

*My signature below indicates that I carefully read, understand and agree with the information and stipulations contained within the 1 to 1 Technology Program Student & Parent Handbook which includes the District Acceptable Use Policy and Regulation #2361.*

Furthermore, by signing below, I have been informed about the district policies regarding the technology device lent to me by Lacey Township School District and understand it is my responsibility to oversee my student's use of the Chromebook. I agree to hold my student accountable for following these rules and guidelines when my student has the Chromebook off campus. I have also read and understand the information regarding the Anti-Big Brother Act.

Parent Name: \_\_\_\_\_  
(Please Print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be signed and returned before a Chromebook is issued to a student.*