

Sudan Independent School District

Sudan Elementary

Student/Parent Chromebook
Handbook
and
Acceptable Use Policy

2015 – 2016



Student/Parent Chromebook Handbook

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Terms of the Chromebook Loan

Students will make arrangements to pay a nonrefundable fee of \$30 before taking possession of the Chromebook. This fee will go toward insuring the Chromebook, which covers use at school and home. Students will comply at all times with the Sudan ISD Parent/Student Chromebook Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the Chromebook.

Title: Legal title to the Chromebook 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 and complete compliance with this Agreement and the Parent/Student Chromebook Handbook.

Loss or Damage: If the Chromebook is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the Chromebook must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Parent/Student Chromebook handbook to which reference is hereby made.

Repossession: If you do not timely and fully comply with all terms of the Agreement and the Parent/Student Chromebook Handbook, including the timely return of the Chromebook, the District shall be entitled to declare you in default and come to your place of residence, or other location of the Chromebook, to take possession of the Chromebook.

Terms of Agreement: Your right to use and possession of the Chromebook terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation: Your failure to timely return the Chromebook and the continued use of it for nonschool purposes without the District's consent may be considered unlawful appropriation of the District's Chromebook.

Insurance Fee: Students will pay a fee of \$30 that will go toward providing coverage for accidental damage. This fee is nonrefundable.

Things covered are:

Drops

Falls

Collisions

Cracked Screens

Fire

Natural Disasters

- Students will make arrangements to pay the complete fee before taking possession of the Chromebook.
- In case of theft, vandalism, and other criminal acts, student or parent **MUST** file a police report within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be provided to the school. Upon completion of the investigation the District may assess a replacement fee for the Chromebook.
- If Chromebook is lost, students/parents are responsible to pay for the fair market value to replace the Chromebook (see Fair Market Value chart).
- Student will be charged the full price of the Chromebook if deliberately damaged or vandalized.
- The student will pay for power cords and Chromebook sleeves that are damaged.
- Students/Parents are responsible for reasonable cost of repair for damaged Chromebooks (see Repair Pricing chart).

Chromebook Table of Estimated Repair Pricing

<i>Description</i>	<i>Pricing</i>
Broken Screen or Hard Drive	\$50
Damaged Keyboard	\$30
Damaged/Lost Power Supply	\$25
Abandonment Fee	\$15
Other Minor/Major Damage	\$15
Backpack Sleeve	\$50
Lost Chromebook	\$250

Chromebook Repair

Sudan ISD is committed to the importance of a student being able to continue with his/her work when his/her Chromebook is experiencing problems. To assist with this problem the District will provide a loaner Chromebook, if available, until his/her Chromebook is fixed.

Student Email Account

The students will have access to a district owned Google Apps account. Students can save important items on this account, keeping a backup that they can access from anywhere. They will also be able to access additional educational resources using this account.

No Lending or Borrowing Chromebooks

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

Classroom Assignments and Websites

- Many classes will have the ability to post online assignments, which can be accessed through any computer with Internet access. Talk with your student's teachers about the availability of coursework and assignments posted to the teacher's website or Google account.
- Accessibility to various web-based academic programs such as Study Island, Atomic Learning, Discovery Streaming, etc.
- There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. **Students are in violation of District policy if they access these sites through proxies.** Parents may want to restrict their home access.

Additional Sources of Internet Safety Information:

FBI Parent's Guide to Online

Safety: <http://www.fbi.gov/publications/pguide/pguidee.htm>

Internet Safety: <http://www.isafe.org>

NetSmartz: <http://www.netsmartz.org/netparents.htm>

Screensavers

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

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

Deleting Files

- Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure and will interfere with your ability to complete class work and may affect your grades.

Music, Games, or Programs

- Any music downloaded or streamed over the Internet must be appropriate as per District policy.
- Any games streamed over the Internet must be appropriate as per District policy.
- Decisions regarding appropriate music and games will be at the discretion of the Campus Administration.
- All software on the system must be District approved and installed by the Technology Department
- All copyright laws will be enforced

Unauthorized Access

Reference Board Policy CQ at www.sudanisd.net

Transporting Chromebooks

- Chromebooks must be transported in school provided sleeves.
- To prevent system damage, Chromebooks need to be closed in school provided sleeve. Chromebooks in the sleeves should be handled with care and students should not swing them or throw them down with force.
- Chromebooks do NOT have to be shut down (turned off) between classes.
- Chromebooks can be left on around the clock. Batteries must be fully charged prior to arriving at school each day.

Chromebook Guidelines

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

1. Expectations

- During the class period, student use of computers, other technology hardware, software, and computer networks, including the Internet is only allowed when supervised or an instructional staff member has granted permission.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center (library) of each campus as well as posted on the District website.
- Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcasting messages to lists or individuals
- Intentionally wasting finite resources, i.e., online time, real-time music.
- Gaining unauthorized access anywhere on the network.

- Revealing the home address or phone number of one's self or another person.
- Possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- Invading the privacy of other individuals or participating in cyber bullying.
- Using another user's account, password, or ID card or allowing another user to access your account password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Engaging in sexual harassment or using objectionable language in public or private messages.
- Falsifying permission authorization of identification documents.
- Forwarding/distributing E-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

3. Acceptable Use Policy –Sudan Independent School District

General Guidelines

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals, and objectives of the Sudan Independent School District.
- Students are responsible for their ethical and educational use of the computer online services at the Sudan Independent School District.
- All policies and restrictions of the computer online services must be followed.
- Access to the Sudan Independent School District computer online services is a *privilege* and not a *right*. Each employee, student and/or parents will be required to sign the Acceptable Use Policy Agreement form and adhere to the policy at all times.
- The use of any computer online services at the Sudan Independent School District must be in support of education and research and in support of the educational goals and objectives of the Sudan Independent School District.
- When placing, removing, or restricting access to specific databases or other computer online services, school officials shall apply the same criteria of educational suitability used for other educational resources.
- Transmission of any material, which is in violation of any federal or state law, is prohibited. This includes, but is not limited to: confidential

information, copyrighted material, threatening or obscene material, and computer viruses.

- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the SISD Student Code of Conduct.
- Any parent wishing to restrict their children's access to any computer online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.
- Random selection of Chromebooks to view the student's history and check for inappropriate downloaded material will be conducted by administration periodically.

Network Etiquette

- Be polite.
- Use appropriate language.
- Do not reveal data (home address, phone number, or phone numbers of other people).
- Remember that the other users of the computer online services and other networks are human beings whose culture, language, and humor have different point of reference from your own.

Copyright

- All applicable laws and statutes that protect the creative rights of intellectual material as defined in the copyright laws will be respected at all times by all students of the District and all persons employed by the District.
- Copyrighted materials, including computer software, video films, and computer generated art, will not be utilized on any equipment owned by the District unless a license has been obtained granting such rights to the District.
- Copyrighted materials legally licensed by the District for use by its students and/or employees will not be copied or removed from the District for use on equipment owned by individuals unless the license obtained by the District specifically grants rights for such use.
- Copyrighted materials for which individual students or employees have obtained a license may not be installed or utilized on equipment owned by the District.
- The District will establish and maintain a central inventory database where all license for use of copyrighted materials will be recorded.
- If any student or employee of the District acquired the legal license to use copyrighted materials for the District, it is the responsibility of the person acquiring the materials to notify the technology staff of such acquisition, the date of the acquisition, the source from which the materials were acquired, and the number of copies legally permitted by such license. If the acquiring

individual does not properly notify the technology staff, all copies of the software will be deleted from all District equipment.

E-Mail

- E-mail should be used for educational or administrative purposes only.
- E-mail transmissions, stored data, transmitted data, or any other use of the computer online services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All e-mail and all contents of the Chromebook are property of the District.
- Unauthorized use of another individuals USER ID to send, receive, or read electronic mail is improper.
- Use of District e-mail facilities should NOT be extended to Non-District employees or Non-District students.
- Unauthorized alteration or deletion of e-mail is inappropriate.

District e-mail facilities may NOT be used for any of the following purposes:

- Sending copies of documents in violation of copyright laws;
- Sending chain letters
- Forwarding e-mail messages without a legitimate District business purpose and/or forwarding messages under circumstances likely to lead to the embarrassment of the sender or to violate the clearly expressed desire of the sender to restrict additional dissemination;
- Sending messages that have restricted access due to federal, state, or District regulations; or
- Sending or soliciting messages that are obscene, that harass, or that are sent to promote a religious, political, or other personal position not associated with duties as an employee of District.

IF A STUDENT, EMPLOYEE, OR THE ADMINISTRATION IS UNWILLING TO SEE THE MESSAGE ON THE EVENING NEWS OR IN THE NEWSPAPERS, IT SHOULD NOT BE SENT.

Website and Media Publishing Standards

The following standards will apply to all web sites developed and published in the name of Sudan Independent School District on the World Wide Web or a District Intranet:

- Any web pages that are created and maintained in the name of any part of Sudan Independent School District must follow all policy regulations of the school board and District even if the web pages are maintained on a server not owned and operated by Sudan ISD.
- Web pages for educational purposes will be housed on the District web server. All District policies and regulations including those regarding the Internet must be followed.
- To access the District web server, an account will be established in the name of a school District employee. Only this employee will have access privileges.
- The Technology Department will authorize the creation of any website and verify the website meets all District policies and regulations.
- The campus or department is responsible for maintenance and upkeep of their portion of the website.
- Any links connected to a District approved website must meet District policy and regulations.
- All copyright laws must be followed. One should assume that use of anything found on the Internet or the World Wide Web is restricted unless the author gives notice that it is not.
- Students or employees must obtain a release form to electronically display original work.
- A release form must be obtained from a parent or guardian before allowing a photograph of a student or any other personally identifiable information to be posted on an Internet page under the District's control.
- The District will not host or endorse any student's personal website. If a student creates a website for educational purposes, District guidelines apply.
- The District may restrict the size of a website because of server space.
- If the user does NOT want to claim copyright for a work published on the Web, the user must include a statement that allows copying and specifies the conditions for such permission.

The following handbook addendum has been developed to provide both parents and administrators with a specific guide for the administration of consequences for Chromebook misconduct. This document provides a detailed extension for the Student Guidelines for Acceptable Use.

Student Code of Conduct – Misbehaviors & Consequences

Phase I Misbehaviors	Phase I Consequences
<p>These misbehaviors include any student action.</p> <p>MISBEHAVIOR: LEAVING CHROMEBOOKS UNATTENDED OR USING CHROMEBOOKS IN A MANNER THAT MAY CAUSE DAMAGE OR IS IN DISTRICT VIOLATION OF DISTRICT POLICY.</p>	<p>\$15 abandonment fee</p> <p>Detention</p> <p>Loss of Chromebook for a specific length of time</p>

Phase II Misbehaviors	Phase II Consequences
<p>These misbehaviors are more severe and persistent. This may be the fourth or more offenses of Phase I misbehaviors. In Phase II, student’s conduct infringes upon the rights of others has negatively impacted learning. Damages and vandalism to hardware are included in Phase II misbehaviors:</p> <p>In addition to the infractions from Board Policy – Phase II Misbehavior will also include:</p> <ul style="list-style-type: none"> • Keyboard, hard drive, screen....damaged and requires replacement. • Student distributes illegally obtained electronic materials. • A violation of policy that negatively impacts the rights of another student. • Creating, accessing, or processing offensive or pornographic messages or pictures; obscene or threatening language; and harassing, hate related or 	<p>Student is responsible for expenses incurred for intentional hardware damage.</p> <p>Consequences of Phase II misbehaviors are at the discretion of the campus administrator and include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Removal of Chromebook pending conference. 2. Possible In-School Suspension 3. Suspension (based on repeated Phase II and behavioral offenses) 4. Notification of outside agency and/or police with filing of charges where appropriate.

<p>discriminatory remarks.</p> <ul style="list-style-type: none"> • Damaging or injecting viruses into computers, computer systems, or computer networks. • Employing the network for commercial purposes, political activities, or private business. • Reveling the personal address, Social Security number, account number(s), or phone number of you or any other person. <p>Transmission of any material in violation of any U.S. or state regulation.</p> <ul style="list-style-type: none"> • Violating copyright laws, including installation of copyrighted software. 	
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Phase III Misbehaviors	Phase III Consequences
<p>These misbehaviors are such that the student has disrupted or threatens to disrupt the school's efficiency to such a degree that his/her presence is not acceptable. Common signs of Phase III misbehaviors include, but are not limited to the following offenses committed on school property or within 300 feet of school property, or while attending a school sponsored or school related activity except as noted.</p> <p>In addition to the infractions from Board Policy-Phase III Misbehavior will also include:</p> <ul style="list-style-type: none"> • Electronic threats • Habitual violation of Level I & Level II offenses • Transmission of any material in violation of any U.S. or state regulation. • Engaging in conduct that contains the element of breaching computer security. • Possession of hacking software capable of causing problems. 	<p>Student is responsible for expenses incurred for intentional hardware damage.</p> <p>Consequences of Phase III misbehaviors are at the discretion of the campus administrator and include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Possible In-School Suspension 2. Suspension (based on repeated Phase II and behavioral offenses) 3. Assignment to an alternative education program and notification of placement sent to the juvenile justice system. 4. Notification of outside agency and/or police with filing of charges where appropriate. 5. Permanent loss of Chromebook privileges.

Sudan ISD principal and/or technologist have the right to confiscate students Chromebook at anytime due to destructive behavior or violation of Chromebook policies and rules and not returned.

Internet Safety Tips for Parents

Online tips for parents:

LOCATION: The Chromebook should be in a central location in the home where you can see it and monitor use.

You should be able to see their computer screen while they are online.

If they take the Chromebook to other friends' homes, talk with their parents about how they monitor online access.

Spend time with your children online. Have them teach you about their favorite online destinations.

MONITOR: Monitor your child's computer use. Limit Internet, email, instant messaging, and chat room access.

Make sure you know where your child is going online, where he/she's been, and with whom.

Closely monitor your child's participation in any chat room.

Make sure you understand how your children are using the computer, what web sites they are visiting, and who they are communicating with online.

Always maintain access to your child's online account and randomly check his/her e-mail. Be upfront with them about your access and the reasons why.

COMMUNICATE: Communicate with your child about your expectations and what you consider appropriate for him/her while they are online.

Online Tips to Discuss with your Student:

1. Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
2. Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
3. Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
4. Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
5. Never open emails if you do not know whom they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
6. Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
7. Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
8. Never upload (post) pictures of yourself or your friends/family to the Internet, or online service, to people you do not personally know.

Sudan Independent School District

Student Pledge for Chromebook Use

1. I will take good care of my Chromebook and know that I will be issued the same Chromebook each year-as long as I attend Sudan Elementary.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District Chromebook, power cord, or carrying case. I will not write on the Chromebook, power adaptor, or carrying case. I will not misuse Chromebook sleeve or tags.
11. I understand that my Chromebook and carrying case are subject to inspection at anytime without notice.
12. I will follow the policies outlined in the Chromebook Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree report loss or damage of my power cords, battery, or Chromebook case in a timely manner.
16. I agree to return the District Chromebook, sleeve, and power cords in good working condition.
17. I agree to attend at least two scheduled sessions conducted by Sudan ISD personnel to learn maintenance / care of Chromebook and computer applications and programs.
18. I understand that excessive tardies, unexcused absences, and disciplinary problems will result in loss of Chromebook privileges.
19. I understand that my Chromebook may be taken at anytime due to destructive behavior or not following Chromebook use policies and rules and not returned.

STUDENT NAME: _____(PLEASE PRINT)

STUDENT SIGNATURE: _____DATE: _____

PARENT SIGNATUE: _____DATE: _____

SUDAN INDEPENDENT SCHOOL DISTRICT
STUDENT/PARENT CHROMEBOOK USE AGREEMENT
2015 – 2016

PLEASE PRINT ALL INFORMATION

Student Name: _____
Last Name First Name

Parent Name: _____
Last Name First Name

Parent EmailAddress: _____

Address: _____

Home Phone: _____ Work/Mobile Phone: _____

In this agreement “we”, “us”, and “our” means Sudan Independent School District. “You” and “your” means the parent/guardian and student enrolled in Sudan ISD. The “property” is a Chromebook owned by Sudan Independent School District with the following serial/asset tag number.

Term: You will comply at all times with the Sudan School District’s Parent/Student Chromebook Handbook and Acceptable Use Policy, incorporated herein by reference and made apart hereof for all purposes. Any failure to comply may terminate your rights of possession effective 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 and complete compliance with this Agreement and the Parent/Student Chromebook Handbook.

Loss or Damaged: If the property is damaged, lost or stolen, you are responsible for letting the school district know the next school day after the occurrence

Repossession: If you do not timely and fully comply with all terms of this agreement and the Parent/Student Chromebook Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Terms of Agreement: Your right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

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.

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District’s Acceptable Use Policy in this handbook and agree to abide by the stated provisions.

Student Signature Date

I have read and understand the Acceptable Use Policy in this handbook. I release Sudan ISD and its personnel from any and all claims of damage from my child’s use of or inability to use the Sudan ISD electronic communication system. I will instruct my child not to give out personal information or attempt to reach sites that are inappropriate. I give permission for my child to participate in the District’s electronic communications system and certify that the information on this form is correct.

Parent Signature Date

