

## 3: EVERYTHING TECHNOLOGY



# TEC Acceptable Use Policy

## Mobile Device & Chromebook Guide

2017-2018 Resource for Students and Parents/Guardians

### Acceptable Use Policy for Staff and Students

#### OUR VISION

The Education Cooperative (TEC) provides technology tools to support an inquiry-based, collaborative learning environment where technology resources are integrated throughout the curriculum as part of daily classroom practice in a way that enhances teaching and supports the individual learning style of each student.

TEC recognizes that the use of computers, mobile devices, networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

TEC filters all internet traffic for the purpose of safeguarding staff and students from harmful content. TEC also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology.

TEC encourages parents/guardians to supervise their child(ren) when using technologies from home.

#### AVAILABILITY

The Executive Director or designee shall implement, monitor, and evaluate the TEC's system/network for instructional and administrative purposes. Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of The Education Cooperative.

## **ACCEPTABLE USE**

Acceptable uses of the technology are activities that support classroom teaching and learning.

There are unacceptable uses of the network. These can be classified into two categories: illegal and prohibited.

- Illegal activities will be referred to the appropriate law enforcement agency and include, but are not limited to: obscenity, libel, threats, hate postings, sexual harassment, and copyright violations.
- Prohibited activities include, but are not limited to: pornography, profanity, plagiarism, commercial use, political campaign purposes, and posting anonymous messages.

## **GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY**

- TEC will provide each user with copies of the Acceptable Use Policy and Procedures.
- Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and Technology Coordinator. Users must comply with all copyright laws and license agreements.
- Access will be granted to students with a signed access agreement and permission of the program administrator or designee(s).
- Access will be granted to employees with a signed access agreement.
- Passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Exceptions to this may be instituted based on the individual need for accommodation.
- Users shall not use another user's account.
- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- The system/network may not be used for illegal purposes, in support of illegal activities or any activity prohibited by TEC policy.

## **VIOLATIONS OF THE ACCEPTABLE USE POLICY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING CONDUCT:**

- Any malicious attempt to harm or destroy equipment, materials, data files, or programs.
- Deliberate attempts to degrade or disrupt system performance.
- Vandalism.
- Forgery or attempted forgery.
- Attempts to read, delete, copy or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail.
- Swearing, vulgarity, ethnic or racial slurs and other inflammatory language.
- Pretending to be someone else when sending/receiving messages.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming (sending unsolicited mass or inappropriate emails).
- Use or possession of hacking software.
- Revealing personal information, addresses, phone numbers, etc.
- Accessing the internet outside of TEC's content filters (i.e. by using a proxy).

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.

## **AUP in HOST DISTRICTS**

In many situations, employees of The Education Cooperative use networks within school districts. In this case, employees and students are expected to follow the same guidelines as the hosting district.

**PRIVACY**

TEC staff and students are advised never to access, keep, or digitally send any correspondence that they would not want to be made public. Electronic mail transmissions and other use of electronic resources including electronic information that may be automatically stored on the school computer's backup or archiving system, shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

**LIABILITY**

The Education Cooperative shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. Users are required to pay costs associated with violations of this Acceptable Use Policy. TEC shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

**SOLICITATION AND DISTRIBUTION**

Generally, TEC does not permit the use of TEC's technology and network resources for solicitation, literature, or product distribution.

**ANY USER WHO VIOLATES THIS POLICY MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING SUSPENSION FROM SCHOOL OR TERMINATION OF EMPLOYMENT. ILLEGAL USES WILL RESULT IN REFERRAL TO LAW ENFORCEMENT AUTHORITIES AND MAY RESULT IN CRIMINAL PROSECUTION AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION COOPERATIVE.**

Further questions should be directed to the Director of Professional and Online Learning.

# Chromebook Care and Use Policy Guide

## RECEIVING YOUR CHROMEBOOK

Your Chromebook will be assigned to you. You are responsible for the care and use of the Chromebook and should always use the specific Chromebook assigned to you. Chromebooks will be used in class unless you are specifically advised not to do so by your teacher.

## RETURNING YOUR CHROMEBOOK

At the end of the school year, the condition of your Chromebook will be assessed by the staff. There may be a charge for any damage or missing components. (See below)

## TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued to them by the school. Chromebooks that are broken or fail to work properly must be taken to your teacher as soon as possible.

## GENERAL PRECAUTIONS

- No food or drink should be near the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are permitted.
- Heavy objects should never be placed on top of Chromebooks.
- Do not place the Chromebook on an uneven surface where it might accidentally fall.
- Do not block air flow when the Chromebook is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks should not be used where a cord could be a tripping hazard (power cord, projector, etc.).

## CARRYING CHROMEBOOKS

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Do not put your Chromebook in your backpack or other book bag.

## SCREEN CARE

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils, flash drive, etc.).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## ASSET LABELS

- All Chromebooks will be labeled with a TEC asset label. The asset label indicates the Chromebook is property of TEC. Do not remove the asset label.
- TEC will maintain a log of all Chromebooks that includes the Chromebook serial number, asset label code, and name of the student assigned to the device.
- Each student is assigned the same Chromebook for the duration of his/her time at TEC. Take good care of it!
- Asset labels may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset label or turning in a Chromebook without an asset label.

## **USING CHROMEBOOKS AT SCHOOL**

- At the start of the school day students will sign out their Chromebook.
- Chromebooks must be stored in the recharging cart at the end of school each day.
- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students will not log into personal accounts on their Chromebook, unless they are directed to do so by a teacher.
- Students should never share their account passwords with others, including faculty and staff. Exceptions to this may be instituted based on the individual need for accommodation.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones will be provided and may be used at the discretion of the teachers. Students should not share their headphones for sanitary reasons.
- Students may be able to print from their Chromebooks to a designated printer(s).

## **MANAGING AND SAVING DIGITAL WORK WITH A CHROMEBOOK**

- Students will digitally publish and share their work with teachers and peers when appropriate.
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- TEC is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **OPERATING SYSTEM AND SECURITY**

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.
- The Chromebook operating system, ChromeOS, updates itself automatically.
- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware. There is no need for additional virus protection.
- TEC utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

## **SOFTWARE - GOOGLE APPS FOR EDUCATION**

- TEC students will use Google Apps for Education. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Documents, Spreadsheets, Presentations, Drawings, and Forms.
- Students are not allowed to download any web apps or software without prior approval from a teacher.
- Students are responsible for any web apps and extensions installed on their assigned Chromebook.
- Inappropriate installed material will result in disciplinary action.

## **VENDOR WARRANTY**

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

## **LOANER CHROMEBOOKS**

- If needed, loaner Chromebooks may be issued to students.
- Availability of loaner Chromebooks is on a first come, first served basis, and is not guaranteed.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan must be signed in and out daily. There is no guarantee that students will receive the same loaner Chromebook each day.
- Students should not save work to the hard drive of loaner Chromebooks.

## **ESTIMATED COSTS OF REPAIR *(SUBJECT TO CHANGE)***

In the event that your assigned Chromebook needs repair due to misuse, abuse, or accident, the following are approximate costs of Chromebook parts and replacements. TEC will determine if you are responsible for these costs based on the circumstances surrounding the damage.

- Replacement - \$350.00
- Screen - \$100.00
- Keyboard/Touchpad - \$75.00
- Power Cord - \$50.00

## **PRIVACY EXPECTATIONS**

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines. As mentioned previously, all devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA). We do NOT share student information outside of the school. However, student email is able to be reviewed by school personnel. School administrators can read all emails that students send or receive with their school email account to ensure appropriate use. For regulatory purposes, student email is automatically archived, so there is a copy of every email that students send or receive for administrators to review, even if the student deleted the email message from their email account.

## **APPROPRIATE USES**

**SCHOOL-ISSUED CHROMEBOOKS SHOULD BE USED FOR EDUCATIONAL PURPOSES AND STUDENTS ARE TO ADHERE TO THE TEC ACCEPTABLE USE POLICY, THE SCHOOL HANDBOOK AND ALL OF ITS CORRESPONDING ADMINISTRATIVE PROCEDURES AT ALL TIMES.**

## STUDENT EMAIL GUIDELINES

TEC recognizes that electronic mail (email) is a valuable communication tool that is widely used across our society. We believe that, by providing you with a TEC student email account, you will have access to a powerful communication tool that will promote student-to-student and faculty-to-student collaboration and improve the efficiency and effectiveness of your work.

### **\*THERE IS NO EXPECTATION OF PRIVACY FOR STUDENT EMAIL ACCOUNTS\***

**Email messages are not confidential and are considered public documents accessible to other parties under the Freedom of Information Act and other laws. Copies of all sent and received emails are archived and able to be reviewed by designated school officials, even if the message has been deleted from your account.**

The following guidelines are provided to assist students in the effective use of email.

#### **Uses for student email:**

- You are encouraged to check your email at least once per day.
- Teachers may send email to you to communicate reminders, course content, pose questions related to classwork, etc.
- You may send email to teachers with questions or comments regarding class.
- You may send email to other students to collaborate on group projects and assist with school classes.

#### **Student email permissions:**

- It is expected that you will use email primarily to connect with other students and staff.
- See *How student email is monitored* to learn more about safeguards that have been established to protect you from inappropriate email practices.

#### **Student emails to staff:**

- You are encouraged to email staff concerning school-related content and questions.
- There is no requirement or expectation for staff to answer your email outside of their regular workday, although they certainly may if they choose.
- An unanswered email to a teacher would not excuse you from turning in an assignment.

#### **General email guidelines for students:**

- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email containing a virus or other malicious content.

#### **General email guidelines for students – cont'd:**

- Do not send or read email at inappropriate times, such as during class instruction unless authorized by the teacher.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

#### **How student email is monitored:**

- All sent and received email messages are archived.
- The archive retains a copy of all sent and received messages even if you delete them from your inbox.
- Rules and filters are set up to monitor your email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration.
- At any time and without prior notice, TEC reserves the right to monitor, inspect, copy, review, and store any and all email correspondence.
- Because email activity is considered public domain, no one (including staff) should have any expectation of privacy regarding such materials.

#### **Consequences of misuse of email:**

- Email is an integral part of research and class work. However, abuse of this technology can result in loss of privileges. Students who use the email system inappropriately may lose their access privileges and may face additional disciplinary or legal action.

## CHROMEBOOK TIPS & TRICKS

You have been assigned a powerful mobile computing device for academic use while you are enrolled at TEC. While we encourage you to personalize your device and explore all its possibilities, we want to remind you of certain guidelines that we expect you to follow as you use your device:

DO:	DO NOT:
<ul style="list-style-type: none"> <li>• Use your device to take notes in class.</li> <li>• Use your device to keep your school work organized.</li> <li>• Use the calendaring feature of your device to schedule appointments and establish reminders.</li> <li>• Use your device to organize your ideas, thoughts, and goals.</li> <li>• Use your device to create documents, presentations, and artwork related to school.</li> <li>• Use your device to collaborate with your peers on school work.</li> <li>• Use your device to communicate with your teachers about school-related work.</li> <li>• Use your device to perform research as instructed by your teachers.</li> <li>• Learn all the tips and tricks that you can about your device to help you be more productive.</li> <li>• Keep your device clean. A quick wipe of the screen and keyboard, with a dry cloth, will improve usability of the device.</li> <li>• Personalize the settings of your device to your liking. It's YOUR device.</li> </ul>	<ul style="list-style-type: none"> <li>• Do NOT use your device to do anything illegal or that violates the Acceptable Use Policy.</li> <li>• Do NOT use your device for cheating on tests or homework.</li> <li>• Do NOT use your device to harass, bully, or intimidate anybody.</li> <li>• Do NOT use your device to play games while in school without permission from your teacher.</li> <li>• Do NOT use your device for recording without permission from a teacher.</li> <li>• Do NOT use your device to access inappropriate material.</li> <li>• Do NOT connect your device to any network without permission.</li> <li>• Do NOT use your device to contact people without any relation to your school work.</li> <li>• Do NOT use the device to attack or hack the school's network or any other network you connect to.</li> <li>• Do NOT tether your smart-phone.</li> <li>• Do NOT throw, bang, or mistreat your device. It's YOUR device. Keep it working.</li> </ul>

## STUDENT EMAIL TIPS & TRICKS

It is strongly encouraged that students get used to practicing good email writing, because breaking the rules of email "etiquette" could cost you a job or scholarship later on. In addition, improper use of your email account is considered a disciplinary issue. Please review the following guidelines for proper use of email:

When Using Your Email Account <b>DO:</b>	When Using Your Email Account <b>DO NOT:</b>
<ul style="list-style-type: none"> <li>• Use rules of proper written English.</li> <li>• Spell-check your emails before sending them.</li> <li>• Use a polite tone in your emails.</li> <li>• Use email for contacting your teacher when face-to-face communication is not possible.</li> <li>• Use your email for school-related purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not type emails like a text message.</li> <li>• DO NOT SHOUT (typing in All Caps is considered shouting).</li> <li>• Do not send forwards/chains to your teachers.</li> <li>• Do not use your school email to register at websites (e.g. Facebook or other social media sites), unless directed to do so by your teacher.</li> <li>• Do not email your teachers for casual conversation.</li> </ul>

*We hope you enjoy using your device and that it makes you more productive in school!*

**Student Agreement for Classroom Mobile Device Use**

*A Mobile Device is defined as, but not limited to: Laptops, Chromebooks, NetBooks, iPods, iPads, and Kindles*

I pledge to:

- Take good care of the Mobile Device assigned to my use.
- Use the Mobile Device in ways that are appropriate and educational.
- Protect the Mobile Device by carrying it safely.
- Never leave the Mobile Device assigned to me unattended.
- Keep the device clean and dry, away from food and beverages or water.
- Not use any cleaning products on the Mobile Device.
- Not place decorations (such as stickers, markers, etc.) on the Mobile Device.
- Not deface or remove the asset label.
- Not disassemble any part of the Mobile Device or attempt any repairs.
- Report to TEC any case of theft, vandalism, accidents, and repairs needed.
- Not use any personal accounts with a TEC owned Mobile Device without teacher permission.
- Return the Mobile Device and any peripherals (i.e., case, cable, power cord) in good working condition.

**TEC Chromebook Loan Agreement**

Participation in TEC’s Chromebook program is subject to the following terms and conditions:

- The student must be actively enrolled at TEC.
- The Chromebook and related peripherals are on loan and remain the property of TEC.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Chromebook Care and Use Policy Guide*.
- The student shall be the exclusive user of this device and shall not grant access to any other individual, unless they are directed to do so by a teacher.
- The student must comply with all applicable software license agreements.
- Chromebooks and peripherals must be returned to TEC at the end of each school year or at the time of transfer or withdrawal from TEC.
- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Chromebook Care and Use Policy Guide*.
- The Education Cooperative may charge a late fee and/or take disciplinary measures if for any reason the Chromebook and peripherals are not returned on or before the return date.
- The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the Chromebook and/or peripherals are broken, lost, or damaged in cases where the equipment is not covered by insurance.

I have read the TEC Acceptable Use Policy, Student Agreement for Classroom Mobile Device Use, and the TEC Chromebook Care and Use Policy Guide included with this agreement and agree to abide by the terms and conditions contained within these documents.

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

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

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

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

***You will need to bring this completed form with you to be assigned your Chromebook.***