

Technology Responsible Use Expectations (TRUE)

Student Expectations for Using Mobile Technology at TCMS/HS Grades 7-12

Chromebook User Agreement Terms

The Trimble County School District has initiated a 1:1 Chromebook initiative. This initiative is an effort to embrace 21st Century Learning. Students will be using Chromebooks in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students will be permitted to use the Chromebook for an enhanced 21st Century Learning experience. Remember that Chromebooks are the property of the District and their contents may be viewed at any time. Students are expected to have their Chromebooks with them each day, fully charged and ready for use. Access to these resources is permitted when exercised in an appropriate and responsible manner as required by this policy and related procedures, which applies to all parties who use District technology.

Goals for Student Users

- To prepare students for similar learning platforms they will use at higher education institutions
- To streamline processes for teachers, increase productivity and organization
- To increase collaboration, enhance learning, and improve communication among stakeholders
- To reduce paper use
- A tool to increase engagement for students within the learning process
- To increase the time a teacher has for working with students in class
- Increase 21st Century Learning Skills
- Enhance learning and improve communication
- Increase student ownership of their learning and the learning process
- Connect users to both our local and global community
- Utilize a wide array of digital educational materials

Trimble County Schools and its Board of Education (hereafter referred to as “the District”) provides its students, staff and community reasonable access to a variety of “district technological resources” (including, but not limited to, access to the Internet and laptop computers). These resources provide opportunities to students and employees while remaining within the bounds of safe, legal and responsible use. Accordingly, the District establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. REQUIRED EXPECTATIONS FOR USE OF DISTRICT TECHNOLOGY (GENERAL)

School district technological resources may be used by students, staff and others only with authorization by the District. The use of district technological resources is a privilege, not a right. Individual users of district technological resources are responsible for all behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, academically honest, supportive of student learning, and respectful. General student behavior standards, including those prescribed in applicable board policies, school handbooks and other regulations and school rules, apply to the use of the Internet and other school technological resources.

Additional rules are outlined below for Students (Section B). These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Prior to using the Internet and/or access to school technology, all students must submit a completed Access To Electronic Media Form, which is referred to as the Acceptable Use Policy (see Policy 08.2323 and Procedure 082323 AP.21 . Students will receive training about appropriate online behavior. (See Policy 09.4261 for further details on use of personal telecommunications devices.)

Prohibited use includes using digital resources to establish third-party email accounts not administered by the District, as well as accessing sexually explicit materials. District materials shall not be used for any purpose prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.

Individuals shall reimburse the District for repair or replacement of District property lost, stolen, or damaged while under their care (See REPAIRS below in Section G) . Individuals are responsible for turning in district technology such as Chromebooks to the school or the District's central office in a timely manner when the user is no longer a student or employee of the district. This technology should be in the same condition as when it was taken into possession by the user, with allowances for normal wear and tear over time.

Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. In the case of students, the parent/guardian must also cosign this statement. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students who take district devices home, a violation may result in the student becoming a "day-user." Day-users are not permitted to take the device home and instead must check out the device every morning and return it every day at the end of the school day. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal laws, up to and including expulsion (students) for violating this policy and responsible use rules/regulations established by the school or District.

B. RESPONSIBLE USE OF TECHNOLOGY BY STUDENTS

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. This regulation of use includes the use of a district device in all environments, including but not limited to school, home, or extracurricular functions

2. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be

harmful to minors. All uses must comply with policy on harassment when using district technology. (Policy 09.42811)

3. The use of anonymous proxies to circumvent content filtering is prohibited. In addition, personal hotspots using cellular phones is prohibited, unless approved by the teacher.
4. Students may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
5. Under no circumstance may software purchased by the school district be copied for personal use.
6. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).
7. Students must respect the privacy of other students and staff members. When using emails, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information (PII), or information that is private and confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see (Procedure 01.61 AP.11) Users also may not forward or post personal communications without the author's prior consent.
8. Students should not capture audio, video or still pictures of other students and/or staff members, nor share such media in any way, without consent of the students and/or staff members and the approval of the appropriate Principal or designee. (Note that exceptions to this may include settings where students and staff cannot be personally identified beyond the context of a sports performance or public event.)
9. Students may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to district technological resources. Students may not knowingly or deliberately try to degrade or disrupt system performance, including streaming audio or video for non-instructional purposes. A repair fee will be charged for all damages.
10. Students may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the district IT department or its designee.
11. Students are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
12. Students are prohibited from using another individual's ID or password for any technological resource; they also are not allowed to read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
13. If a student encounters a security or other problematic issue on a technological resource, he or she must immediately notify a teacher, administrator, or IT department technician.
14. Personal devices will not be supported by District staff. The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g. cellular services).

15. Students are responsible for backing up data regularly. If using a cloud-based system to save work, students must be aware when, or if, the Wi-Fi is not functioning.
16. Students who use district owned and maintained technologies (such as laptops) to access the Internet at home are responsible for both the cost and configuration of such use. For more on home use of district technology, see Section D below.
17. If a Chromebook power supply is damaged or lost, do NOT purchase replacements from retailers such as EBAY, Amazon, etc. Doing so will void the warranty, and parents will be held liable for replacement of the power supply and Chromebook. Using any other power adapters, other than OEM adapters, is strictly prohibited and could lead to damage to the Chromebook and a potential fire if the correct specifications are not met.
18. Students who are issued “take home” district-owned technology (such as laptops, Chromebooks, et. al.) must also follow these specific guidelines:
- a. Charge the devices nightly at home before returning to school, so they are fully charged (100% battery) for the beginning of the next school day.
 - b. Bring the device every day to school for instructional use.
 - c. Have the device always available to present to District staff. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action will be taken, including but not limited to compensation for the cost of the device.
 - d. Keep the device secure and damage free.
 - e. It is recommended that the student uses a protective case or sleeve at all times.
 - f. Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
 - g. Do not loan out the device, charger, case or cords.
 - h. Use only the included charger and a standard outlet to charge your device
 - i. Do not deface the device itself with drawings, stickers or other permanent adornment.
- NOTE: The use of removable “skins” designed to cover the Chromebook, which can be later removed, are permitted. Normal wear and tear is permitted, however, students will be charged for stickers and other adornment that cannot be removed from the device.
- j. Do not leave the device unattended.
 - k. Do not eat or drink while using the device or have food or drinks in close proximity to the laptop.
 - l. Do not allow pets near the device.
 - m. Do not place the device on the floor or on a sitting area such as a chair or a couch.
 - n. Do not leave the device near table or desk edges.
 - o. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.

- p. Do not leave the device in your vehicle.
- q. Do not leave the device outside.
- r. Use your device in a climate controlled environment—do not expose to extreme temperatures.
- s. Do not use the device near water such as a pool or bathtub.
- t. Do not check the device as luggage at the airport.
- u. Make sure to back up files regularly (via a cloud-based system like Google Drive or via a storage device like a thumb drive) as crashes may occur and the device may need replacing or reimaging.
- v. Users must take good physical care of the device, as it will be used for the duration of the user's enrollment at the respective TCPS middle school or high school.
- w. Failure to follow these guidelines will result in becoming a "day-user". Day-users are not permitted to take the device home and instead must check out the device every morning and return it every day at the end of the school day.
- x. Documents are saved with your Chromebook using cloud storage. This will require you to have a District issued G Suite for Education account. Using this account, you can save, export and import documents. This allows you to access your documents from other devices via the Internet. You can also share your documents with other students or your teacher.
- y. Do not modify or alter the asset tag or markings with the serial number and/or model number.
- z. Do not clear or disable the browsing history on the device.

Reporting Technical Issues

Errors or problems should be reported as soon as is practical. This can be done by informing school personnel so the issue can be addressed in a timely manner. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the Chromebook. Students taking the device from school property must sign and submit the User Agreement Application. Student use of the Chromebook off school grounds may be revoked at any time by administration.

Security

Students should only use the District supplied G Suite for Education account. Students should never share their account passwords with others, unless requested by an administrator, teacher, parent or guardian. Students are responsible for following the guidelines and rules set forth in the District Acceptable Use Policy.

Loss or Damage

If a Chromebook is damaged or lost, please report to school administration as soon as possible. Users should develop a complete timeframe with all details of the incident. If theft is suspected, a police report must be filed immediately. If an incident happens in the evening, please inform school administration by 8:00 AM the following school day.

Damage/loss will be billed to the student at the full repair rate. Current repair rates are listed below in the section titled “REPAIRS.” The repair rates are subject to change throughout the school year, based on market pricing of parts.

General Rules

- After five (5) unexcused absences in a semester (or less by recommendation of Principal/DPP), the student may become a day user until regular attendance is established.
- General misconduct or failing to have the Chromebook at school/charged may result in student being assigned to day user status for a length of time determined by administration.

Please Remember:

- Devices may be monitored by administration at any time.
- Administration reserves the right to take a Chromebook at any time.
- Teachers reserve the right to limit Chromebook use during class.
- The Chromebook is the property of the District.

C. PARENTAL CONSENT

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The District recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, the District shall take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. These precautions include (but are not limited to) filtering software, maintaining a secure usages log, and educator monitoring and mindfulness of student Internet access in school. (Policy 09.4261) The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g., cellular services).

The District recognizes that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet and/or use district technological resources, the parents/guardians must sign their student’s Acceptable Use Form as consent to the following:

1. Parents/guardians must be aware that a student could obtain access to inappropriate material while engaged in independent use of the Internet.
2. Students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.

D. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services (such as the district's G Suite for Education cloud-based Drive) or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel may monitor online activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the District may be required to disclose such electronic information to law enforcement or other third parties; for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

E. DISCLAIMER

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or the quality of information obtained through its Internet services.

F. FEES

An annual Chromebook Usage Fee/Student Fee will be collected from students for the Chromebook initiative. The fee amount will be set annually by TCMS/TCHS, approved by the District and collected by the school at the issuance of the machine. The fee for the 2017-2018 school year is **\$50.00**.

Fees are **non-refundable** and will **not** be prorated for early withdrawal from the district or for students who enroll after the school year has begun. Paying the usage fee, does not excuse the student from the responsibility of paying for damage or loss of the device. Consistent with Board policy 09.15, no child shall be denied full participation in any educational program due to an inability to pay for or rent necessary instructional resources.

G. REPAIRS

Lost or Stolen Power Supply	\$50
Broken Screen 1st Time	\$0
Broken Screen 2nd Time and each additional Incident	\$40
Lost or stolen Chromebook	\$200
Residue from stickers on device	\$20
Missing or destroyed TCMS/HS Asset Tag	\$15
Chromebook damaged beyond repair	\$200
Keyboard/touchpad replacement 1st Time	\$0
Keyboard/touchpad replacement 2nd Time and each additional Incident	\$80
Key replacement 1st Time *(If Applicable)	\$0
Key replacement 2nd Time and each additional Incident *(If Applicable)	\$25
Hinge Cover Bezel 1st Time	\$0
Hinge Cover Bezel 2nd Time and each additional Incident	\$60

- Depending on the number of keys, it may require a complete replacement of the keyboard

References:

09.4261

09.42811

09.1

09.14

09.15

01.61 AP.11

Electronic Resources Acceptable Use Guidelines