

# ***Wolsey-Wessington School***

## **Technology Policy for Chromebooks, Internet & Personally Owned Technology**

### **Wolsey-Wessington School Technology Program**

The focus of using Chromebooks as learning tools at Wolsey-Wessington School is to prepare students for their future in a world of digital technology and information. In the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of technology is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

**Note:** Notebooks will stay at school and will not go home with students.

**Parents and Students:** Please read this handbook regarding Chromebook usage. Then tear off the last page and complete all three sections. There are 3 places to sign on both sides. BOTH the student and parent must sign. This sheet needs to be turned in to the school BEFORE the student can use the school Chromebook. If you have more than one student in school, you should find more than one form in your packet. One form per student is needed. If you have questions, please contact the school at 883-4221.



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The Wolsey-Wessington School District reserves the right to review a student's total performance in their academic career at any time, which includes, but is not limited to the following: attendance, academic performance, and any disciplinary incidents. If the principal and/or the school district determine that school equipment and/or the student's learning is threatened in any way, the district reserves the right to remove any and all privileges that are associated with the Wolsey-Wessington School District Chromebook program. All incidents will be handled on a case by case basis.

# 1. CHROMEBOOK

Students will be required to use the school district issued chromebook for school purposes.

# 2. RECEIVING YOUR CHROMEBOOK

## 2.1 Chromebook Distribution:

Chromebooks will be distributed each fall during the first month of school. Parents and students must sign and return the “Wolsey-Wessington School Chromebook Damage Protection Agreement” and the “Parent and Student Memorandum of Understanding for Chromebook Use, AUP, Cell Phone and Personally Owned Technology Agreement” before the internet can be used. Chromebooks will stay in the school at all times.

# 3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school.

## 3.1 General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Wolsey-Wessington School District.
- Chromebooks must never be left in any unsupervised area; Chromebooks should not be exposed to cold or hot environments.
- Students are responsible for keeping their Chromebook battery charged for school each day.
- Never store your Chromebook in your locker.
- Your Chromebook will be plugged in and stored in the designated cart at the end of the school day.

## 3.2 Carrying Chromebooks

Students must take extreme care when carrying the Chromebook and never carry their Chromebooks while the screen is open. Chromebooks cannot be placed in backpacks due to the damage that books and other items can do to the Chromebook.

## 3.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen or place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

*Consequences:* Infractions are subject to the school discipline plan, and may result in the loss of the machine.

# 4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day.

## 4.1 Charging Your Chromebook’s Battery

Students need to charge their Chromebooks on the designated cart in-between classes that require Chromebook use.

## 4.2 Screensavers and Passwords

Inappropriate media may not be used as a screensaver or wallpaper.

## 4.3 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

**Headphones are not allowed without specific teacher permission.**

## 4.4 Printing

Students do not have access to printing at this time.

*Consequences:* Infractions are subject to the school discipline plan, and may result in the loss of the machine.

## 5. MANAGING YOUR FILES & SAVING YOUR WORK

### 5.1 Saving to the network or cloud

- Students will be directed where to save data in the cloud or on the network.
- Students should not use a USB device unless direct permission is given by the teacher.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

### 5.1 Privacy

- All content can be viewed by staff at any time.

## 6. PROTECTING YOUR CHROMEBOOK

### 7.1 Chromebook Identification

Student Chromebooks are labeled by the school. Chromebooks and power chargers are identified by the serial number and individual user account name and password. Removal of tags or serial numbers is a violation and will result in disciplinary action according to the District Progressive Discipline Plan.

### 7.2 Password Protection

Students are expected to password protect their Chromebooks by logging off their Chromebooks when not in use and keeping all passwords confidential.

### 7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallway. Unsupervised Chromebooks will be confiscated by staff and disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## 7. REPAIRING OR REPLACING YOUR CHROMEBOOK

### 7.1 Accidental Damage

Please report all Chromebook damage to the Technology Center. The school will determine the best path to follow to repair the Chromebook. Damage is determined per school year from the date it is issued until the date it is turned in. The student will not have Chromebook privileges until the fee is paid. The fee assessed for accidental damage will be determined according to the below chart:

1 <sup>st</sup> Accidental Damage	2 <sup>nd</sup> Accidental damage	3 <sup>rd</sup> Accidental damage
\$25	\$50	\$75 and possible suspension of Chromebook privileges, as determined by administration

*Damage to or loss of a chromebook charger is not included as damage for the above chart and will result in students being charged \$25 per incidence.*

### 7.2 Intentional Damage

In the case intentional damage to a Chromebook, the student who intentionally damaged the Chromebook(s) will pay either the repair costs (if possible) or the cost of the Chromebook that was damaged if repairs are not possible or feasible.

## 8. CHROMEBOOK TECHNICAL SUPPORT

The technology center coordinates repair work for the Chromebooks. Students are expected to keep the Chromebooks in good condition. Students who have a technical problem with their Chromebook should take their computer to the technology center for service or repair. Students or others should NEVER attempt to repair a Chromebook on their own.

## 9. CHROMEBOOK AND INTERNET ACCEPTABLE USE POLICY

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

“Network” is defined as any and all District owned computers, servers, hardware or software, the District’s local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District’s Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District’s Internet Safety Policy and this AUP.

## **Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

1. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
2. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.

## **Off-Premise Use of Network**

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s off-premise use of the Network and ensuring such use complies with this AUP.

## **User Terms and Conditions**

The use of Wolsey-Wessington School District’s technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Wolsey-Wessington School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private. Routine maintenance and monitoring of the Wolsey-Wessington network system may lead to the discovery that you have violated the Wolsey-Wessington Acceptable Use Policy or the law. Your parents have the right at any time to request to see the contents of your network home file or any of your digital information.
3. Prohibited technology resources activities include but aren’t limited to the following:

## **Chromebook Violations:**

- a. Using profane, abusive or impolite language; threatening, harassing, (cyber)bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- b. Downloading, installing, transmitting, and/or playing games, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual’s materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- j. Plagiarism is a violation of the WWS Progressive Discipline Plan. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- k. Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- l. Intentionally wasting school resources

### **Consequences:**

Infractions are subject to demerits or the school discipline plan, and may result in the loss of the machine. Students who have their machine taken away will complete classwork using paper and pencil. (The old-fashioned way)

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or District Acceptable Use Policy will result in disciplinary action as outlined above and in the District Acceptable Use Policy and the District Progressive Discipline Plan.

### **Chromebook Network Violations:**

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security. Use or possession of hacking software is strictly prohibited
- f. Attempting to connect to a proxy.
- g. Saving and/or using MP3 or other music files to school servers unless under the direct instruction of a teacher or advisor. These files must be used only for school-related activities.
- h. Logging onto the network with another person's username/password and/or using another person's Chromebook.

*Consequences:* Infractions are subject to the school discipline plan, and may result in the loss of the machine and/or referral to law enforcement authorities.

## **10. CELL PHONE AND PERSONALLY OWNED TECHNOLOGY ACCEPTABLE USE POLICY**

Cell phone and other communication devices: Students shall not possess or use cell phones, mp3 players, personal computers/tablets, etc. while on school property from 8:15AM through 3:50PM. Students will not be allowed to possess or use their personally-owned laptop or tablet in the school. Special circumstances require the permission of the technology coordinator and an administrator. This policy continues during the after school program.

WWS has a zero tolerance policy for cell phones in the school from 8:15AM through 3:50AM. Students may have cell phones at school, but they must be turned off and put away.

If students are observed with a personally owned technology device while school is in session, the item will be confiscated and only returned to a parent/guardian. Confiscated personal technologies are subject to search. All students have been given the cell phone policy and it has been reviewed with the students and administration.

### ***Consequences to infractions of the Cell Phone Policy:***

- *Please refer to the student handbook*

## 11. E-READER Policy

We have created this policy collaboratively as a staff based on our sincere desire to balance a variety of issues created by the use of personal technology in school. We recognize the inherent usefulness of devices such as e-readers. It is our goal to ensure the ability of students to use them for legitimate academic purposes while avoiding the potential for distraction and abuse.

It is generally not desired for students to bring highly expensive and fragile items to school.

**Wolsey-Wessington School is NOT RESPONSIBLE for any damage or loss of these items.**

It is very difficult for teachers to monitor what students are reading or viewing on their e-reader, which is why we are insisting that parents be responsible for the use and content on their children's devices. If you choose to buy an e-reader for your child and want your child to take this e-reader to school, please take the time to become familiar with its operation so that you can regularly monitor what your children are reading.

The school policy on these devices will continue to evolve with the technology.

### **Wolsey-Wessington E-reader Acceptable Use Policy**

- All e-readers must be registered with the school and the E-reader Acceptable Use Agreement form signed by all parents/guardians and the student. The e-reader must be registered and the form signed **before** students can use them on school property.
- E-Readers are to be used only for the reading of school appropriate material (books, etc.)
- All e-readers with wireless/network capabilities must have the wireless/network capabilities disabled while the device is at school.
- No cellular (such as 3G or 4G) devices allowed, unless the only access is to purchase books/magazines, i.e. the Kindle book store, etc.
- E-readers may only be used at appropriate times in accordance with teacher instructions. The device must not be a distraction for the student or other students nor should it be a source of any classroom disruption.
- E-readers are not to be used during lunch or recess time, except during inside recess or a study hall under a teacher's supervision and with specific teacher permission to use the device.
- The student and parents/guardians are responsible for knowing how to properly and effectively use, care for, and maintain the e-reader.
- Students will not leave the device unsupervised or not leave the device in an unlocked location during the school day.
- E-readers are not to be used during breakfast, lunch, breaks, before/after school, during playground/recess time, etc. unless reading a book under teacher supervision and with specific teacher permission to use the device.
- Under no circumstances should any student hold or use another student's e-reader.
- Students in grades 4 and above will be allowed to use their own approved e-reader in school. Grades 3 and below will not be allowed to bring their own e-readers to school.
- All violations not specifically covered above will be handled at the discretion of the administration.

*Consequences:* Infractions are subject to the school discipline plan, and may result in the loss of the e-reader privileges.



# Wolsey-Wessington School Chromebook Damage Protection Agreement

Please read the damage protection agreement and sign both the damage protection agreement and the memorandum of understanding.

## DAMAGE PROTECTION AGREEMENT

In the event that a school-owned Chromebook assigned to me is damaged, I agree to pay for this accidental damage according to the below chart:

1 <sup>st</sup> Accidental Damage	2 <sup>nd</sup> Accidental damage	3 <sup>rd</sup> Accidental damage
\$25	\$50	\$75

*Damage to or loss of a chromebook charger is not included as damage for the above chart and will result in students being charged \$25 per incidence.*

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

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

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

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



## Parent and Student Memorandum of Understanding

### For Chromebook Use, AUP, E-Reader, & Cell Phone and Personally Owned Technology Agreement

1. I have received and read the policies outlined in the above *Wolsey-Wessington School Technology Acceptable Use Policies for Chromebooks, Internet, and Cell Phone & Personally Owned Technology.*
2. I understand and agree to follow all the policies above while at school and outside the school day. These policies include the WWS Chromebook, Internet, Cell Phone and Personally Owned Technology Policies.
3. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Wolsey-Wessington School District.
4. I will be responsible for all damage or loss caused by neglect or abuse.
5. I agree to return all issued equipment, complete and in good working condition.

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

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

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

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



# Wolsey-Wessington School E-Reader Acceptable Use Policy & Agreement

Please check one of the boxes below and sign.

My child will not bring an e-reader to school. Sign here and disregard below the dotted line.

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

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

-----  
 My child will bring an e-reader to school. Please read and complete the rest of the form below.  
**Parent/Guardian Agreement**

I authorize my child to bring his/her e-reader to Wolsey-Wessington School with the understanding that is to be used as a tool for **READING ONLY** and that my child will comply with the aforementioned E-reader Acceptable Use Policy. **I understand that Wolsey-Wessington School is not responsible for any damage or loss associated with my child's e-reader.** I understand that a violation of the e-reader policy may result in my child losing the privilege to bring his/her e-reader to school and discipline may occur commensurate with the Wolsey-Wessington School Discipline Plan.

**Parent-Guardian 1 Required**

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

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

Parent E-mail: \_\_\_\_\_

*Parent-Guardian 2, if needed*

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

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

Parent E-mail: \_\_\_\_\_

**Required**

E-reader Make/Model: \_\_\_\_\_

E-reader Serial Number: \_\_\_\_\_

Student Agreement:

I agree to abide by all regulations set forth in Wolsey-Wessington School's E-reader Acceptable Use Policy as well as the WWS Parent-Student Handbook. I understand that a violation of the e-Reader policy may result in losing the privilege to bring the e-reader to school for a length of time and discipline may occur commensurate with the Wolsey-Wessington School Discipline Plan.

**Required**

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

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