



# Creighton Public Schools Policies and Procedures For 1:1 JH Chromebook Program

Creighton Public Schools is proud to offer our Creighton Junior High School students Chromebook devices for use at school. The 1:1 Chromebook Program, which provides mobile computing and wireless technology to all Creighton Junior High School students, has been designed to enhance the delivery and individualization of instruction.

The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an Chromebook.

- Students will receive instruction from school district staff on the proper use of the Chromebook.
- Students will not be able to take the Chromebook home during the school year. In rare situations students may be able to take a chromebook home. The student must have a signed Student Acceptable Use of Technology, and Chromebook consent sheets on file.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or anywhere unsupervised.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming in contact with moisture or excessive heat.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students must not use the Chromebook to purchase goods and services via the Internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the Chromebook.)
- Students are to use the Chromebook in accordance with the Creighton Public Schools Student Internet and Computer Access Policies Regulations and to maintain the Chromebook in accordance with the procedures and information provided.
- Chromebooks and Chromebook accessories are the property of Creighton Public Schools and must be returned at the end of the academic year, upon withdrawal from Creighton Public Schools, or at the request of a teacher or administrator. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- This device will be managed and anything that is deemed unnecessary, disruptive, or inappropriate will be prohibited.
- Any device may be inspected for proper use and proper content by administration or designee.
- **Since the Chromebooks are the property of Creighton Public Schools, officials of the school have the right to review all material stored on or accessed by any Chromebook. School officials may revoke a student's Chromebook use privileges for misuse or violation of policies.**

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## Section 1: Chromebook Specifications

### Chromebook

360 Rotation, touch screen Chromebook

### Chromebook Restrictions

No personal machines or covers will be allowed in Creighton Public Schools without permission from building administration.

## Section 2: Receiving Your Chromebook

Chromebooks will be distributed during our “Bulldog BootCamp.” Students must attend this yearly Information session that will be provided during school. Before receiving the Chromebook, students and parents must sign and return these forms/agreements:

1. The Creighton Public Schools Technology/Internet Acceptable Use Agreement is a part of the Parent/Student Handbook.
2. Appendix II Release form

## Section 3: Taking Care of Your Chromebook and Chromebook Accessories

Students are responsible for the general care of the Chromebook and accessories they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to a designated building location for an evaluation of the equipment. The device is the responsibility of the student regardless if the student opts to not take part in the user fee or if the user fee is paid. In school Chromebook usage is viewed as a similar practice to utilizing other school technology and student’s and his or her parent/guardian are responsible for damaged devices.

### General Precautions

The Chromebook is school property. All users will follow these expectations and the Student Internet and Computer Access Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebook and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the Creighton Public School District.
- No Stickers may be put on your Chromebook.
- Chromebooks must never be left unsupervised.
- Students are responsible for keeping their Chromebook’s battery charged for school each day. The Chromebooks will hold a charge for the school day. There will also be designated charging stations placed in the school to be used during lunch or before or after school.

### Carrying Chromebooks

The protective cases provided with the Chromebooks have padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks must always be within the *school issued* protective case. **Any damage to the**

## **device**

**while the protective case is removed, shall be considered “Intentional Damage.”**

- Some bags (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.

### **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.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it could break the screen.

## **Section 4: Using Your Chromebook at School**

Chromebooks are intended for use at school each day. Students are responsible for bringing their charged Chromebook to all classes. Only charge your Chromebook with the provided charger.

### **Chromebooks Undergoing Repair**

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at their designated location. This will be at the discretion of the administration.

Students will be expected to return the loaner Chromebook by the end of the school day to their respected school location. Students are subject to consequences for failure to return a loaner Chromebook to the office.

### **Screen Savers and Backgrounds**

Only school appropriate backgrounds and screen savers may be used on the Chromebooks.

Examples of inappropriate backgrounds include the presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc... These types of pictures on the Chromebook or within its files will result in disciplinary action and where appropriate, referral to law enforcement.

The Chromebook is the property of the school district. Therefore, school staff members have the right to check any material stored on a student’s Chromebook, including the screensaver at anytime.

### **Printing**

No printing is allowed on school issued Chromebooks without permission.

### **Music**

The use of streaming audio is strictly prohibited during school hours. For example, but not limited to Pandora, Grooveshark.

## **Section 5: Managing Your Files and Saving Your Work**

It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Students will be using an LMS, a cloud storage based system provided by the district, to store and manage their documents.

## **Section 6: Chromebook Apps**

The apps originally installed by Creighton Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times.

### **Security**

Student Chromebooks will be filtered through the districts Internet content filter.

Parents/Guardians are responsible for Chromebook security after school hours in the event students are permitted to take them home. Allowing devices to leave the school will be rare.

### **Inspection**

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by Administration and/or their designee.

## **Section 7: Protecting and Storing Your Chromebook Device**

**Chromebook Identification:** Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.

### **Password Protection**

Students are required to set a pass code on their Chromebook. Tampering with machine security measures is forbidden. Violations of this requirement will result in disciplinary action.

## **Section 8: Acceptable Use Guidelines**

Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Creighton Public Schools. Under no circumstances should the Chromebook cases be opened or Chromebook turned on while in the locker room or restroom areas.

Access to the Creighton Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Creighton Public Schools Student Internet and Computer Access Policy.

Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.

Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the building principal or his/her designee(s), will be considered an act of

vandalism and subject to disciplinary action in accordance with the district Student Internet and Computer Access Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

### **Integrity and Civility**

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

***" Cheating " Plagiarizing " Falsifying Information " Violating Copyright Law " Hacking "  
Gaining unauthorized access to any network or Chromebook***

### **E-mail**

The only e-mail account that students are allowed to access while using a school-issued Chromebook is that student's Creighton Public Schools account. Please note that emails sent via the chsbulldogs server and accessed on school-issued devices are not private and may be reviewed at any time and without notice.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others. Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

## **Section 9: Parent/Guardian Responsibility**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, Smartphones, electronic games, movies, and radio. Junior high students will have access to their device while at school. As a parent/guardian, you will need to establish ground rules for Chromebook use, outside of the school day in the rare allowance to bring the device home. Although, devices will be periodically checked for content and viewing history, it is important that you establish guidelines for your child while utilizing the Internet off campus. Home discussions should take place on how long their student can access their Chromebook while at home, where they can use their Chromebook while at home, and where they will store their Chromebook at home when it is not in use.

While on campus, devices will have Internet filtering on them at all times.

## **Section 10: Precautions and Consequences**

Under no circumstances should Chromebooks or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, buses and hallways. Any Chromebook left in these areas is in danger of being stolen.

- Unsupervised Chromebooks will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her Chromebook once it has been issued.
- Any technology equipment left in a locker room facility must be locked in your locker. For example PE, sports practice, sports competition, or any other necessary situation.

### **Insurance Fee w/ Deductible**

In order for a student to take a Chromebook off of the Creighton Public School campus they must pay an insurance fee of \$25 per student + deductible.

- Cash or checks made payable to “Creighton Public Schools”.
- Insurance fee must be paid for each student.
- This fee is applicable for the current academic year and is non-refundable.
- The insurance fee covers accidental damage to the device and requires a \$50 deductible for any insurance claim.
  - For each time the student insurance is accessed, the deductible will increase by \$25 in future years.

### **Insurance Fee Coverage**

Students will be responsible for caring for their Chromebook and will be expected to return their device at the conclusion of the academic year in good working condition and without damage. If *accidental* damage occurs (broken screens, cracked/broken plastics pieces, inoperability, or other minor repairs), the insurance fee will be utilized to repair the device. Students may access their insurance to make repairs one time per academic year and if additional damage occurs, **it will be the responsibility of the student to pay the entire cost of all additional repairs.**

### **What is ABSOLUTELY Not Covered by the district**

**Power adapter or cord, the Chromebook case, or any other school-owned accessories are not covered.** These items require a full replacement cost by the student with the exact same item.

**Intentional Damage** to an Chromebook will not be covered by the insurance and the student/parents will be responsible for all damage to the Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. **It is also considered “Intentional Damage” when a cover as been removed from the device and damage occurs.** Should the cost to repair exceed the cost of purchasing a new Chromebook, the student will pay full replacement value for a new comparable Chromebook.

**Theft** of an Chromebook is not covered by the district. Students should take all necessary precautions to prevent theft of their Chromebook including, but not limited to: keeping their Chromebook in a secure place, not leaving their Chromebook unattended/unsupervised, not leaving their Chromebook in a vehicle. In the event that a theft occurs, that theft must be reported to administration immediately and the student and parents MAY wish to file a police report.

### **Personal Home or Homeowners Coverage**

Students or parents may wish to carry their own personal insurance to protect their Chromebook in cases of theft or loss. Please consult with your insurance agent for details.

### **Chromebook Use:**

Noncompliance with the policies of the Creighton Public Schools Chromebook Handbook or Student Internet and Computer Access will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Student Internet and Computer Access

Policy.)

Electronic mail, network usage, and all files stored on a school-issued Chromebook is not to be considered confidential and may be monitored at anytime by designated Creighton Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

The consequences for students who abuse their Chromebook privileges are as follows:

**Chromebook Suspensions**

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>
A. Unattended Chromebook	Finder Fee (\$1)	
B. Inappropriate-unauthorized apps or device usage	1 Day	3-5 Days
C. Inappropriate Music (Administrative Discretion)	1 Day	3-5 Days
D. Inappropriate Voice Recording	1 Day	3-5 Days
E. Abuse of Chromebook and Accessories	3 Days	6-10 Days
F. Inappropriate Pictures	3-10 Days	20 Days
G. Inappropriate Internet Site	3-10 Days	20 Days

Any of the above violations, or any other unforeseen disciplinary issues, can result in the student checking-out the device at the beginning of the school day and returning their device at the conclusion of the day, requirement to attend an Chromebook policy refresher class, or the loss of an individual Chromebook and the re-assignment of a generic loaner Chromebook.

**The above penalties pertain to lost Chromebook privileges, only. In addition to the above, the student may be subjected to additional disciplinary action by school officials and/or prosecution by the law if their use of the Chromebook is deemed inappropriate, in violation of school rules, or in violation of State or Federal law. Violations include, but are not limited to those stated as unacceptable in the Creighton Public Schools Technology/Internet Acceptable Use Agreement.**

The administration retains the right to suspend the student’s Chromebook for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the Chromebook for the remainder of the semester or school year. Suspension days are school days. All High School Student Handbook procedures will apply.

The Creighton School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Agreement and Waiver Form and Acceptable Use Agreement, with their respective signatures in order to gain access to the Chromebook network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the Chromebook network.



**AE<sup>2</sup>**

**Attitude**

**Effort**

**Excellence**

**The Creighton Way**

# Appendix I

## Creighton Public Schools 2019-2020

### COMPUTER/TECHNOLOGY USE POLICY

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

**General Information:** To provide an intellectual atmosphere that includes access to knowledge and information, Creighton Community Public School (CCPS) believes that all students should have the opportunity to develop skills in using computer technology. The technology of the computer network is defined as all computers, both hardware and software, the LAN (local area network), furniture, and all transmitted information. Transmitted information includes but is not limited to: electronic mail, web browsing, file transfer protocol, and any information retrieval via the Internet.

The Internet is an electronic superhighway connecting thousands of computers and users with all around the world. This will give students access to electronic mail communication with people all over the world; information and news from around the world as well as the opportunity to correspond with the providers of this information; discussion groups on a wealth of topics; and access to many university library catalogs and databases. With this access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. CCPS has taken all available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover that inappropriate information. We firmly believe that the valuable information and interaction available on this world wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of CCPS.

#### I. Student Expectations in the Use of the Internet

**A. Guidelines:** Individuals at CCPS are expected to comply with the following procedures:

1. Individuals will follow the below acceptable use statement.
2. Each individual will be assigned a password which is not to be shared.
3. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

**B. Acceptable Use:** Use of technology at CCPS is a privilege extended to individuals who wish to enhance their learning experiences. Learning through interaction with technology will furnish a graduate with many of the job readiness and skills required by our evolving business and educational community. All board policies and school regulations apply to the use of the network to support the educational goals of this institution.

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

### **C. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
4. Students shall not use technology to distribute hate mail, harassment or discriminatory remarks, intimidation, and other negative behavior towards any other individuals.
5. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including streaming audio or video without the direct permission of the building administrator and/or their designee.
6. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
7. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
8. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
9. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
10. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
11. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
12. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
13. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
14. Students shall not power on any electronic devices while in restroom or locker room facilities.
15. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
16. Students shall not forge electronic mail messages or web pages.
17. "Hacking" is not allowed.

## **II. Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Conference with parent or guardian;
  - b. Loss of technology privileges;
  - c. Short-term suspension;
  - d. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - e. Other discipline to include possible legal action in accordance with State and Federal law.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

## **III. Protection of Students**

### **A. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

**B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.

