



# Forest Park School District 91 Chromebook Acceptable Use Policy (AUP) for Students

## Introduction

This Acceptable Use Policy outlines the standards for responsible and ethical use of Chromebooks and other Technology items provided by Forest Park School District 91 for all enrolled students. The goal is to ensure that students benefit from the educational opportunities these devices offer while maintaining a safe and respectful digital environment.

Student Chromebooks are typically issued during the first week of school and are collected at the end of the school year. After collection, Chromebooks are examined for damage and, if necessary, fees are entered into Infinite Campus to cover the necessary repairs.

## 1. Purpose of Chromebooks in Education

- Enhance learning opportunities and access to educational resources.
- Promote digital literacy and responsible technology use.
- Support the curriculum and educational objectives of Forest Park School District 91.

## 2. Acceptable Use

- Chromebooks must be used for educational purposes and in ways that support learning.
- Access to websites, apps, and online services should be relevant to classroom activities and assignments.
- Respect for intellectual property rights must be observed at all times.

### 3. Unacceptable Use

- Mistreatment of equipment in any way.
- Removal of identifying stickers, such as the manufacturer's Serial Number or District 91 Asset Tag
- Accessing inappropriate content, including but not limited to harmful, obscene, or violent material.
- Cyberbullying, harassment, or use of offensive language.
- Unauthorized installation/Use of software, games, or applications.

### 4. Internet Safety and Security

- Personal information should not be shared online without teacher or parental consent.
- Awareness of online risks and reporting any inappropriate or unsafe content to teachers or administrators.
- Internet and content filtering is applied to all student Chromebooks at all times to protect from harmful, dangerous, or inappropriate content. Adjustments will be made to the filter as needed to help keep students safe and focused.
- All social media platforms and YouTube are blocked and not permitted for student use.
- Internet activity is regularly reviewed by the technology department, either at random, or based on information provided by a staff member or school administration, to investigate possible misuse of the Chromebook.
- Student classroom usage may be monitored in the classroom by the teacher or instructional assistant using Teacher Dashboard. Active monitoring is restricted to school hours only.
- All authorized apps have been carefully reviewed before making them accessible for student use, especially when student privacy is concerned.

\*Select 3rd party apps used by school districts nationwide now require consent prior to student use. Such apps used by District 91 are continually reviewed and have privacy agreements in place with the providers as necessary to protect any and all student information collected in order to utilize the applications, and to not use or sell any information collected for any reason. Signing of this agreement extends that consent by the named student's parent or guardian.

### 5. Privacy and Respect for Others

- Respecting the privacy of others' files, accounts, and passwords.

- No photographing, recording, or sharing images or videos of others without consent.

## 6. Expectations for Daily Chromebook Use

- The Chromebook should be closed or turned off at a reasonable time every evening and plugged in to charge in a secure location to ensure that the Chromebook has a full battery every day.
- Students will follow directions from their teacher as to the proper times to use a Chromebook during class.
- Students will report to their teacher if there is a problem with the operation of their Chromebook.

## 7. Care and Maintenance of Chromebooks

- Keep Chromebooks away from any open food or beverages.
- Take care when inserting any peripherals (charger, headphones, etc.) into the Chromebook. Failure to do so may result in damage to the Chromebook or peripheral.
- Each student Chromebook is issued with a protective case to help keep the Chromebook safe, especially when traveling with it inside or outside of school. Though protective cases help reduce the chances of damage to the Chromebook, they cannot guarantee that damage will be avoided entirely. Chromebooks must remain in these protective cases at all times. Improper removal of the case may result in possible damage to the Chromebook.
- Writing, graffiti, carving, engraving and District asset tag removal are NOT acceptable and may result in applicable fees for cleaning or repair of the Chromebook as necessary.
- Removable stickers on the outside of the Chromebook, or case, are acceptable for personalization, as long as the subject matter is appropriate for school.
- Report any technical issues or damage to a classroom teacher as soon as possible. Delay in doing so may result in additional damage.
- Report any Chromebook theft to school authorities immediately. A Police Report will generally be required in this case as well.

## 8. Consequences of Violating AUP

- Violations may result in disciplinary action, which could include restricted use or loss of Chromebook privileges, and other disciplinary measures as per school district policies.
- Physical damage to or loss of Chromebooks and/or related accessories, regardless of where it occurred, may result in the assessment of charges in order to repair or replace the damaged Chromebook or accessory as necessary.
- If any fees are assessed, students will not be charged any more than the actual cost of replacement parts or accessories from authorized suppliers, which are typically discounted for educational facilities.

#### 9. Parent/Guardian Responsibilities

- Discussing the importance of this AUP with your child.
- Monitoring your child's use of the Chromebook while at home.
- Making sure use of Chromebooks at home is limited to reasonable times.
- Ensure that your student's Chromebook is plugged in to charge each evening prior to a school day.

#### 10. Student Acknowledgement

- By using a Chromebook, students agree to abide by the terms of this AUP.
- Understanding that technology use is a privilege, not a right, and that irresponsible use can result in restricted use, or even disciplinary action.

\*This policy is subject to regular review and amendments as necessary to ensure relevance and effectiveness.

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