Highland CUSD #5
Technology & Chromebook Acceptable Use Policy (AUP)
School Year 2026–2027 (SY26–27) | Updated: February 18, 2026

1. Purpose & Scope
This policy sets expectations for safe, responsible, and lawful use of District technology resources to support learning. It applies whenever students use District devices, accounts, networks, or digital resources. Both at school or off campus.

- This policy supplements Board policies, the Student Handbook/Code of Conduct, and building procedures. If there is a conflict, Board policy prevails.
- The District may update procedures, settings, approved apps/sites, and device practices as needed to support instruction and safety.

2. Device Ownership & Availability
All Chromebooks and accessories issued or made available by the District remain District property. Students receive access to a Chromebook for educational use; the District does not guarantee a specific brand/model, features, or condition beyond being functional for school use.

3. Program Overview by Grade

- Grades K–5: Classroom-based Chromebooks (carts/sets). Devices typically remain at school unless otherwise authorized by the building principal.
- Grades 6–12: Individually assigned take-home Chromebooks. Students are responsible for bringing the Chromebook to school each day (unless otherwise directed).
- Incoming Grade 6 students will be assigned a District-owned Chromebook in good working condition. Devices for Grade 6 are not expected to be new.
- Incoming Grade 9 students are planned to receive new Chromebooks; however, the District may issue an equivalent Chromebook if necessary due to availability, repairs, or program needs.
- Students generally keep the same assigned Chromebook for the grade span unless a replacement or swap is needed for repair, inventory control, or program changes.

The District may collect, inspect, service, or swap a Chromebook at any time for maintenance, inventory, testing, safety, or policy compliance.

4. Student Responsibilities (Care & Security)

- Bring the Chromebook to school as directed and keep it charged for the school day (Grades 6–12 take-home devices).
- Keep the Chromebook in its protective case and handle it carefully (avoid food/liquids, extreme temperatures, and pressure on the screen).
- Do not place stickers/markings that cover asset tags/labels or damage the device.
- Use only the assigned student's District account(s) on the Chromebook for schoolwork unless specifically authorized.
- Keep passwords private; do not share accounts. Report suspected account compromise immediately.
- Report damage, loss, theft, or technical problems to school staff as soon as possible.

5. Acceptable Use

Students may use District technology resources to:

- Complete school assignments, research, and creative projects.
- Access District-approved instructional tools, websites, and learning platforms.
- Communicate respectfully with staff and classmates for educational purposes.
- Use accessibility features and supports needed for learning.

6. Prohibited Use (Examples)

The following actions are prohibited, including but not limited to:

- Bypassing or attempting to bypass District security controls (filters, monitoring, device management), including use of VPNs/proxies or other circumvention tools.
- Using another person's account, sharing passwords, or accessing others' files/data without permission.
- Creating, viewing, possessing, or distributing content that is illegal, obscene, pornographic, harmful to minors, threatening, harassing, discriminatory, or otherwise inconsistent with the Student Code of Conduct.
- Cyberbullying, harassment, intimidation, impersonation, or disrupting learning through digital communications.
- Academic dishonesty using technology (cheating, unauthorized collaboration, plagiarism).
- Installing or attempting to install unauthorized software/apps/extensions; modifying system settings; factory resetting or "jailbreaking" the device.
- Damaging, defacing, removing asset tags, or otherwise vandalizing District property.
- Introducing malware, attempting to gain unauthorized access ("hacking"), or interfering with the District network or other users' access.
- Using District devices/accounts for commercial activity or illegal financial transactions.
- Using a personal hotspot or alternate network at school to avoid filtering/monitoring requirements (District-provided connectivity solutions may be authorized on a case-by-case basis).

7. Monitoring, Filtering, and Privacy Notice

To support student safety, instructional needs, and legal compliance, the District uses content filtering and other security tools on District networks and District-managed devices. Students should have no expectation of privacy when using District devices, accounts, or networks. To the extent permitted by law, the District may monitor, log, access, review, and disclose device/account activity and stored data for operational, instructional, or safety reasons.

- Parents/guardians and students must follow all applicable privacy and student data protection requirements, including FERPA and SOPPA, as applicable.
- The District does not use a Chromebook's camera or microphone for remote observation/monitoring; those features are used only when initiated by the user.

8. Damage, Loss, and Financial Responsibility
Students and families are expected to use reasonable care to protect District property. If a Chromebook or accessory is damaged, lost, or stolen, it must be reported promptly.

- The District will determine repair, replacement, and any applicable fees based on the circumstances (accidental, negligent, or intentional) and District procedures.
- If offered, families may opt into an optional device protection plan for the annual fee established for that school year; plan details are provided separately.
- Failure to return District property when requested (including at withdrawal or graduation) may result in charges and other remedies permitted by policy and law.

9. Return of Chromebook
Chromebooks and accessories must be returned:

- When a student withdraws/transfers from the District.
- When requested for maintenance, inventory, testing, or policy compliance.
- At the end of the assigned program cycle as directed by the school.
- At graduation (seniors must return the Chromebook and accessories; there is no purchase option).

10. Consequences & Administrative Discretion
Violations of this policy may result in consequences in accordance with the Student Handbook/Code of Conduct and applicable Board policies, and may include restricted access, loss of take-home privileges, school disciplinary action, restitution for damages, and/or referral to law enforcement when appropriate. Responses will be determined on a case-by-case basis, considering severity, intent, and prior history.