

Freeland Community School District

Student Acceptable Use Policy



Computer, network, and Internet access is a privilege available to students in the Freeland Community School District. Our goal in providing this service is to encourage learning and promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so students are aware of the responsibilities required to use this technology. Please read this document carefully.

1. Acceptable Use: The use of Chromebooks, computers, the Internet, technology devices and the school network must be in support of education and research within the educational goals and objectives of the Freeland Community School District. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, Chromebooks, and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school email accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, email, and Internet use. Students may also request permission to use personal technology devices on the school's network at appropriate times. The Freeland Community School District expects each student to follow the Acceptable Use Policy for technology. Failure to follow any of the technology expectations in the district could result in disciplinary action, including suspension or expulsion.

2. Personal Responsibility Guidelines: As a student at Freeland Community School District, you have a responsibility to take care of all equipment that is utilized for educational purposes in the district. This includes, but is not limited to, Chromebooks, I-Pads, video cameras, and desktop computers. Below are a set of guidelines the district expects you to follow when it comes to technology use.

As a responsible technology user I will...

- Accept responsibility for proper use of school technology.
- Report any misuse of technology immediately to my teacher, principal, or other staff member.
- Respect the privacy and dignity of students and teachers at all times.
- Only use my login and password information. I will not use another user's login information as my own.
- Use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process, may be subject to school consequences.
- Respect school equipment. I will not vandalize or maliciously use school equipment.
- Only use software that is pre-approved by the Freeland Community School District. I will not attempt to add software to the computer.
- Refrain from overriding the web filters that the district utilizes.

Freeland Community School District currently provides every student in 2nd-7th grade with a Chromebook that can be used at home and at school. If you have a district issued Chromebook, you are responsible for the same device every year while attending Freeland Community School District. Below are a set of expectations for those students who have been assigned a Chromebook.

As a Chromebook user I will...

- Bring my Chromebook to school fully charged every day.
- Use my time productively when I am on my Chromebook.
- Use internet resources appropriately.
- Store my Chromebook safely and securely in a designated location whenever it is not in use during class.
- Inform my teacher if there are any concerns with my Chromebook.
- Only use my Chromebook in approved school spaces.
 - Use of the Chromebook is prohibited in the following areas/circumstances:
 - Locker rooms
 - Restrooms
 - Any private area used for the purpose of changing clothes
 - Playgrounds
 - Cafeterias (unless pre-approved by a teacher or administrator)
 - Any other areas determined inappropriate by administration
- Be prepared to be held accountable for my actions and for disciplinary action if I fail to follow the expectations outlined in the Acceptable Use Policy and Chromebook user guidelines.

4. Internet and Email Safety: The Internet provides opportunities to access new resources, but it also provides unique risks to students. Additionally, electronic mail (e-mail) provides new opportunities for students, but it too requires careful use. The Freeland Community School District provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the internet and email safety guidelines below:

I will...

- Only access or download sites appropriate for school classes or activities.
- Immediately report any technology use that makes me uncomfortable or violates school policies.
- Only use a school provided email account for school related purposes. A school email account should not be used for personal purposes.
- Adhere to all Acceptable Use Policy expectations. The Freeland Community School District actively filters and monitors school provided student email accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided email accounts.

I will not...

- Give out personal information on the Internet such as my full name, phone number, or address.
- Give out information on the Internet about someone else such as his or her name, phone number, or address.
- Correspond or meet with someone through the Internet without the pre-approval of a teacher.

5. Taking Care of Your Chromebook: Below are general recommendations for the care of your Chromebook. The Chromebook care is the student's responsibility at school and home. Please follow all recommended care guidelines.

General Care

- Do not place food or drink next to your Chromebook.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook.

Carrying Chromebooks

- Never transport your Chromebook with the power cord plugged in.
- Chromebook lids should be closed tightly and securely when moving. Always support a Chromebook from its bottom with the lid closed.

Screen Care

Chromebook screens are very sensitive to damage. Below are the guidelines for screen care for your Chromebooks.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in an open position.
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (ex. Pens, pencils, or paper clips).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. Insurance Plan: Parents and students can opt-in for an insurance plan. The insurance plan will cost \$25.00 in the initial year of purchase, and will cover replacement for any accidental breaking or damaging of the Chromebook. Every year after the initial insurance plan purchase will cost parents \$20.00 per device. The insurance plan will cover damage to the Chromebooks including, but not limited to: broken screens, cracked plastic, inoperability, etc. If the parents decide not to purchase the \$25.00 insurance plan, parents will be required to pay the full replacement cost of \$239 if a Chromebook is broken and cannot be repaired, or the actual repair cost if the damaged Chromebook can be fixed. If a student loses or damages a charging cord, the replacement fee for each cord will be \$59. The cord is not covered by the annual insurance cost.

A student is responsible for damage to their Chromebook that is considered blatant neglect or willful harm to the machine, or if damages become chronic. The parent will be held responsible for repaying the full cost of the damages or replacing the Chromebook at \$239.00, if this is the case. There is a significant difference between accidental damage and blatant neglect or willful harm. Please take care of your devices. A student will be considered a chronic offender after the third instance of a broken/damaged device.

7. Chromebook Distribution and Collection: Chromebooks will be distributed at the fall Open House in each building where there is 1:1 technology. The process of distributing Chromebooks will be outlined in Open House documents sent home prior to the Open House date in each building. Parents have the ability to not allow their child to take possession of a Chromebook outside of the school day. Parents choosing this option will indicate so on this AUP, and the child will be assigned a Chromebook each school day.

If a student is not permitted to take home his/her device on a daily basis, they will store and charge their Chromebook in their homeroom teacher's classroom daily. The student is responsible for plugging in the Chromebook to a designated spot in the homeroom teacher's classroom every day. The student must pick up the Chromebook prior to the start of the school day every day. Once school is in session, the student will not be permitted to access the Chromebook without permission from the homeroom teacher first. Chromebook care is the student's responsibility.

The last week of school Chromebooks will be turned in to the student's homeroom teacher to prepare for Summer storage. Please return both the Chromebook and the charger. Your child's assigned Chromebook will be returned at the beginning of the next school year.

8. Theft: Students will be held responsible for their Chromebook if it is stolen. Stolen Chromebooks must be reported immediately to the building principal. Involvement of the authorities will be to the discretion of the building principal. The Freeland Community School District may assist in locating the stolen item. However, if the device cannot be found, the student will be responsible for replacement of the Chromebook.

Freeland Community School District

Technology Acceptable Use Policy

I have read the Freeland Community School District Student Acceptable Use Policy and agree to follow the guidelines contained in this policy.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

For 2nd-7th grade students & those students participating in a one-to-one class:

Accept \$25.00 accidental damage insurance option _____

or

Accept \$20.00 accidental damage insurance option
(only for families who have previously purchased insurance) _____

or

Deny the accidental insurance option _____

Deny my child the ability to take the Chromebook home _____