



Durango School District

Chromebook Procedures & Information Handbook

The mission of Durango School District 9-R, an innovative educational system committed to excellence, is to ensure each student develops the skills and attributes for lifelong learning and has the ability to compete and contribute in the global community by guaranteeing equitable educational opportunities in a safe and healthy environment.

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Why use Chromebooks?

1. Chromebooks are approved devices for web-based assessments such as CMAS, PSAT, and AP.
2. Low cost: Not only are the devices low cost, but they integrate seamlessly with Google Workspace for Education (GWfE). GWfE is a free suite of web-based collaboration and productivity tools employed by Durango School District for our students and teachers.
3. Low maintenance: the Chromebook needs little, if any, maintenance. It is not susceptible to viruses, does not require imaging, and offers simple and easy access to the internet and informational resources.
4. Instant-on and all-day battery: it's possible to access the internet almost instantly.
5. Auto-save: Student work on the Chromebook saves automatically to Google Drive.
6. Contextual Learning: The Chromebook is an "anywhere, anytime" learning device. This makes it ideal for projects and learning that take place in or out of the classroom.
7. Personal Learning Studio: The Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Students

- To support the development of skills outlined within the Durango School District Portrait of a Graduate and prepare our students for college and the workplace.
- To increase students' productivity in and outside of the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, media rich content, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To gain practical experience using productivity tools (word processors, spreadsheets, presentation tools) employed across industry and higher education.

1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- a. Each student will receive a Chromebook and AC charger yearly.
- b. Parents/guardians and students must sign and return the district-issued Chromebook User Agreement (Appendix E) before a student may take a Chromebook home. For middle school students, 8th graders will be allowed to take their Chromebooks home, while 6th and 7th graders will have their Chromebooks remain at school.
- c. Chromebooks will be labeled in a manner specified by Durango School District; this will include the serial number. *Labels may not be removed from the Chromebook.*
- d. The Chromebook and district-issued email account are the property of the Durango School District and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- e. Parents/guardians and students must review the Durango School District Electronic User Agreement Policy JS Student Use of the Internet and Electronic Communications (Appendix D).

1.2 Returning a Chromebook

- a. Chromebooks and all Durango School District accessories will be returned during the final week of school so they can be checked for serviceability. (This may change for students taking summer school.)
- b. Chromebooks must be returned immediately when a student transfers out of Durango School District, is suspended or expelled, or terminates enrollment for any reason.
- c. Failure to return the Chromebook will result in a theft report filed with the Durango Police Department.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Durango School District. Chromebooks that are broken or fail to work properly must be given to the building office staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of Durango School District and all users will follow these procedures and the Durango School District Student Use of Internet and Electronic Communications Policy (Appendix D).

2.1 General Precautions

- a. Do not use any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- b. Do not apply liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.
- d. Never throw or slide a Chromebook or any case, sleeve, backpack, or anything containing a Chromebook.
- e. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking. Carefully closing the device is very important; slamming the lid may break the screen.
- f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- g. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Durango School District.
- h. Students are encouraged to purchase a padded, protective sleeve or laptop bag.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- k. Chromebooks should be placed vertically like a book in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- l. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- m. Chromebooks must be charged for school each day. This is the student's responsibility.
- n. Chromebooks are assigned to individual students and the responsibility for the care of the

Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.

- o. Must be returned after eighth and 12th grade in a state acceptable for redistribution to students. The housing should be free from any stickers, drawings, or damage. A Chromebook returned with stickers, drawings, or damage may result in charges to repair.
- p. PLEASE DO NOT ATTEMPT TO CONTACT THE MANUFACTURER DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL MEDIA TECHNICIAN.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of loaner Chromebooks are available so having a loaner is not guaranteed. Loaners will be prioritized to students whose Chromebooks are experiencing malfunctions over those that have been damaged through careless or intentional misuse.

3.3 Charging a Chromebook Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
- b. In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class.

3.4 Screensavers/Background photos

While personalized screensavers or backgrounds may be permitted, inappropriate or provocative images, including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, or gang-related images, are not permitted and are subject to disciplinary action.

3.5 Sound, Music, Games, Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/earbuds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the

Chromebook, i.e., Google Docs.

3.6 Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
- b. Plagiarism is a violation of the Durango School District rules. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to Durango School District discipline. Violation of applicable state or federal law may result in criminal prosecution.

3.7 Printing

Printing will be at the discretion of the teacher at each building.

3.8 Home Internet Access

Durango School District uses a user-based, offsite capable internet content filter to provide internet filtering at home and at school.

Google SafeSearch is enabled on all Durango School District Chromebooks by default.

Google SafeSearch uses automated methods to identify objectionable content and constantly works to improve those methods based on user feedback. No filter is 100% accurate, but the content filter and SafeSearch, forced by a device management policy, should help you avoid most of this type of material.

Parents/guardians, please take the necessary precautions for internet safety with your student! For more tips, please see the Parents' Guide: Safe and Responsible Internet Use. (Appendix C).

REMINDER: It is ultimately the family's responsibility to monitor the student's use of the internet outside of the school setting.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

3.9 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

3.10 Network Connectivity

Durango School District 9-R makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

4. Repairing or Replacing a Chromebook

4.1 School District Protection

Durango School District is committed to providing every student with a functional Chromebook. The district will assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use or manufacturing defects covered under warranty.

For the **2025-2026 school year**, Durango School District is providing **insurance for all students**. This district-provided coverage specifically addresses **accidental damage** to the Chromebook that occurs during normal and typical use. This includes, but isn't limited to, liquid spills, power surges, drops, falls, and collisions. It also covers damage to batteries and AC adapters. **There is no opt-in or opt-out for this district-provided insurance.**

4.2 Durango School District Chromebook Insurance Coverage

As part of the district's commitment to equitable access, all Durango School District students will be covered by a district-provided insurance policy for their Chromebooks. This policy covers the device for its entire lifecycle while the student is enrolled in Durango School District.

Grade Level	Incident of Damage	Repair/Replacement Policy
All Grades	1st	First incident of accidental damage: No charge
All Grades	2nd	Second incident of accidental damage: \$75
All Grades	3rd	Third incident of accidental damage: \$100
All Grades	4th	Additional incidents of accidental damage: Full repair or replacement cost at the family's expense

Important Note: This insurance is designed to cover **unintentional, accidental damage** that can happen with everyday use of a device. It **does not cover damage resulting from malicious acts, intentional misuse, gross negligence, or excessive, over-the-top damage** that goes beyond typical accidents. In such cases, students and their families will be responsible for the full cost of repair or replacement.

Summary of District-Provided Insurance Coverage for Accidental Damage:

Stolen devices are also covered by this policy, provided a report has been filed with the appropriate authorities.

Students who intentionally cause damage, tamper with, or lose a device will be held responsible for the full cost of repair or replacement. These actions may also result in disciplinary action, and the student may be required to check out a device for daily use.

4.2.1 Chromebook Insurance Process Outline for Handbook

Because insurance is now automatically provided, the process is streamlined:

Step 1: Review the Handbook Parents are required to review the Chromebook handbook, which details the district's Chromebook policies and the benefits of the provided insurance.

Step 2: Chromebook Issuance A Chromebook will be issued to your student as part of their enrollment in grades 6-12, and it will automatically be covered by the district's insurance policy.

Step 3: Repair Process If a Chromebook needs repair:

- **First incident of accidental damage:** No charge.
- **Second incident:** \$75.
- **Third incident:** \$100.
- **Additional incidents:** Full repair or replacement cost.

4.3 Claims

1. All repair claims must be reported to the Media Technician before a Chromebook can be repaired or replaced.
2. Any damaged or malfunctioning Chromebook, whether from normal use or accidental damage, should be reported immediately so repairs can be made and further damage avoided.
3. Students are accountable for the care of their Chromebooks. If a Chromebook is lost or stolen, it must be reported immediately. Even with timely reporting, the student may still be responsible for covering a portion of the replacement cost, as outlined in the insurance coverage.

Appendix A

Frequently Asked Questions

1. **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?** The Durango School District provides insurance for all 6th through 12th-grade student Chromebooks, covering most accidental damages (see Section 4.2). If a Chromebook is damaged, stolen, or lost, your responsibility for repair or replacement costs will be determined by the number of incidents of accidental damage, as outlined in Section 4.2.
2. **Does my child have to accept a Chromebook?** A Chromebook will be made available to each 6th through 12th-grade student for the **2025-2026 school year**, for use at school and to take home. Students and parents/guardians must sign and return the district-issued Chromebook User Agreement (Appendix E) before a Chromebook is issued to the student. If a parent/guardian does not want the child to take a Chromebook home, the parent should schedule a time to meet with the principal to discuss options for school-only use.
3. **As a parent/guardian, how do I monitor my child's use of the internet?** Anytime your student logs into their Chromebook, there are filters in place. The District's offsite content filter will filter and monitor their internet usage, even at home. If you would like to take additional measures, please see the attached document entitled Parents' Guide: Safe and Responsible Student Internet Use (Appendix C).
4. **What if we don't have wireless internet at home?** A Chromebook's use is maximized with Wi-Fi, but students can still use many features without internet access. If a family does not have Wi-Fi and a student needs access, a student may use the Chromebook at school, at the public library, at local businesses with Wi-Fi capabilities, or wherever Wi-Fi is available.
5. **Are students required to use a cover/bag?** Yes. Durango School District will provide each student with a **case/bag combo** designed to protect their Chromebook. **All Chromebooks should remain in their provided case/bag at all times**, especially when transporting the device between home and school or within the school building. **If a Chromebook is not in its designated case/bag when damage occurs, it could void any district-provided coverage or warranty that would otherwise cover those damages.** This protective measure is crucial to ensure the longevity of the device and minimize repair needs.
6. **What if a student forgets to charge the Chromebook?** There will be limited power outlets in the classrooms. Students who consistently (3 or more times as determined by any staff member) come to class unprepared may face disciplinary action consistent with school policy.
7. **Will students keep the Chromebook for the summer?** Chromebooks and all Durango School District accessories shall be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. While students will not keep their Chromebooks upon graduation, a Chromebook can be made available should

they have a demonstrated need for summer use or after graduation. Please contact your child's principal or the district IT department to discuss these specific circumstances.

Student Username and Password

Reference Sheet

Chromebooks/Email

Username: [first name].[last name][last 2 digits of birth year]@durangoschools.org
(e.g. John Smith, born in 2014 = john.smith14@durangoschools.org)

In the event of duplicates, a trailing letter will be appended after the birth year on the successive instances. E.g. john.smith14a@durangoschools.org, john.smith14b@durangoschools.org, john.smith14c@durangoschools.org, and so on.

Infinite Campus

<http://durangoco.infinitecampus.org>

Usernames and passwords are mailed to parents at the beginning of the year to check grades.

Parents create their own accounts to check assignments.

Parents' Guide

Safe and Responsible Student Internet Use

The Durango School District 9-R recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often emulate adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. Review your child's friends list. You may want to limit your student's friends online to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your public information.
5. Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Constant monitoring will reduce your child's vulnerability to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their student's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. Take a look at the apps used. It is to the advantage of the students, parents, and school that the parents have an understanding of the apps and student work found on the Chromebook.
9. Read and share with your child the Chromebook Procedures & Information Handbook. By discussing the care and use policies, you create a clear set of expectations and limitations for your child.

Filtering Your Home Network

Third Party Filters

A number of companies offer free internet filtering services. OpenDNS is a great third party option and is very easy to set up.

ISP Filtering Services

Most major ISPs (Internet Service Providers) provide parental controls that allow you to adjust the nature of content available to each screen name. These services are not always widely publicized. Typically, you need to request and pay for additional controls. Contact your ISP to find out what type of content filtering services they offer.

Content Filtering Routers

Many new routers come with options to filter content which means the filtering you set up will be applied to all computers/devices in your network. Router-based filtering can be more complex to set up, but is also more difficult to bypass. There is an initial purchase cost, plus an annual subscription fee. Most companies that sell routers will be able to provide you with information regarding which content filtering router is right for you.

Client Internet Filtering

There are many types of software applications that may be installed on your computer to filter content. Internet filter software adds a strong, additional layer of defense, providing an added measure of control and peace of mind. Many come as part of a software package that also provides virus protection, popup blockers, and other security features.

*No internet filter provides 100% guaranteed protection. Durango School District makes their best effort to protect students from inappropriate content while on school networks.

Appendix D

Student Use of the Internet and Electronic Communications

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors, as defined by the Board.

Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or filtering obscene, pornographic and harmful information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district

computers and computer systems shall remain the property of the school district.

Unauthorized and unacceptable uses

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Safety

In the interest of student safety, the district shall educate students and parents about appropriate online behavior, including cyberbullying awareness and response, and interacting on social networking sites and in chat rooms.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning student projects and monitoring student use

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and

search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Social networking

The district shall review and allow participation in various online “social networking” applications or sites in order to give staff and students a variety of collaborative educational resources while maintaining a level of safety, security and control by staff and administration. Within this context, as with any use of district software, hardware or network access, there are no expectations of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on or from the school computer network or store in any directories. Users should also be aware that third party websites have their own privacy policies and should understand them and proceed accordingly.

a. **Definition of social networking:** A social networking service is an online service, platform or site that focuses on facilitating the building of social networks or social relations among people who, for example, share interests, activities, backgrounds or real-life connections. A social network service consists of a representation of each user (often a profile), his/her social links and a variety of users to interact over the Internet, such as email and instant messaging. Online community services are sometimes considered as a social network service, though in a broader sense, social network service usually means an individual-centered service whereas online community services are group-centered. Social networking sites allow users to share ideas, activities, events and interests within their individual networks. Examples of such sites are Facebook, Edmodo, Twitter, YouTube and various blogging sites like Blogger and WordPress.

b. **Acceptable social networking requirements:** Must be approved by the executive director of educational technology, must have an educational purpose and where sites will be used by or with students, must provide staff and/or administrators full moderator rights to the extent that content will be controlled, reviewed and managed by an approved staff member(s) acting as moderator of the site/application. This control must allow the moderator to grant access or delete access of any or all user profiles and submitted content. The moderator should have control over the level and type of advertisement or links a student will be exposed to and the moderator must inform parents of the use of the social network application or site, including its educational purpose. A moderator must be cognizant of and adhere to all HIPPA and FERPA requirements when using social networking applications or sites.

<http://www.hhs.gov/ocr/privacy/>

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The district recommends that all staff practice proper professional distancing as it relates to personal social networking sites and the implications of accepting profiles from active K-12 students, whether or not the students attend Durango School District 9-R.

Rogue devices

All network infrastructure devices connected to the Durango School District 9-R network either wired or wirelessly shall be owned and managed by the district educational technology department. Personal devices such as switches, hubs, access points and wireless hotspot connections shall not be allowed. Such devices will be confiscated, blocked from future access and returned only after a disciplinary discussion with the administrator and/or parent(s).

Network/Internet/wireless

All who use personal technology devices to connect to the Durango School District 9-R network must comply with all district policies and regulations and state and federal laws. Personal technology devices must connect to the network via wireless access only. Physically connecting using a network cable is in direct violation of this acceptable use policy. All technology devices must be protected by an active and updated anti-virus program and must be surrendered to a staff member for verification of compliance upon request from the staff member. Students may not engage in any activities prohibited in this acceptable use policy.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether express or implied, related to the use of district computers and computer systems, including access to the Internet and electronic

communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted by the Superintendent: May 22, 2012

Revised by the Board: September 25, 2012

Reviewed by the Superintendent: June 27, 2023

Appendix E

Durango School District Chromebook User Agreement

Agreement must be signed by the student AND parent/guardian.

As a user of the Durango School District computer network and a district-issued Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures & Information Handbook*:

Student Name (PRINT) _____

Student Signature _____

Date _____

I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures & Information Handbook*:

Parent Name (PRINT) _____

Parent/Guardian Signature _____ Date _____

Rev 7.7.25