OAKLAND-CRAIG PUBLIC SCHOOLS

LAPTOP LEARNING HANDBOOK 2025-2026

ChromeBooks and Macbook Pros



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Dear Students,

The vision of the Laptop Learning Program is to prepare you for success as adults in the 21st century. It is imperative that all stakeholders work to integrate technology as a part of our curriculum in order to assure that you are empowered with the tools and knowledge to succeed. Providing more access to technology will allow for learning opportunities anyplace.

Oakland-Craig School Laptop Learning Program Will:

Prepare you with 21st century skills in an ever-changing society.
Allow you more access to learning on or off campus.
Enhance your learning opportunities
Enhance communication and collaboration between all educational stakeholders including you, your teachers and your parents.
Offer a more relevant and meaningful education for all students.

This handbook is offered to provide you information regarding appropriate use of your laptop, as well as helpful information you may need in order to understand the basic functions of your laptop. The expectations for all students regarding the use of laptops and other technology are communicated in this handbook. Always refer to this handbook first if you have a question. If you cannot find the answer to your question here, please ask your teacher, your principal or your school technology coordinator.

In order to offer all students at Oakland-Craig Public Schools the best opportunities involving technology, it is expected that all students work to abide by the rules and expectations for appropriate computer and Internet use. It is important that you understand that failure to use school technology in an appropriate manner can result in consequences including restricted use or loss of your computer.

Sincerely,

Michelle Burton, 7-12 Principal
Jess Bland, Superintendent of Schools

STUDENT RESPONSIBILITIES:

You are expected to bring these three (3) items to school each day. These items are not to be decorated in any way, (i.e. color casing, clings, stickers, markers, etc.). While there may be times when you may not need your computer in a class during a given class period, you will need it each and every day so you will need it with you each day at school.



1. POWER CORD 2. COMPUTER 3. COMPUTER BAG

If you do not bring your power cord to school each day, you are responsible for ensuring that you bring your laptop fully charged for the day. Charging your laptop is your responsibility.

TECHNICAL SUPPORT at Oakland Craig Public Schools:

Gerald Brand serves the Oakland-Craig School District as Technology Coordinator

E-mail: gbrand@ocknights.org **Phone:** (402)-685-5661—School

I. Computer malfunction will be reduced if you maintain proper care of the computer. Most often, damages to computers occur when individuals are neglectful of appropriate handling and misuse the computer. On occasion, you may have technical difficulties that arise. II. If you experience problems with your computer, you should

1. Ask your teacher for assistance.
2. If the problem cannot be resolved, you should seek technical support from Mr. Brand. 3. On occasion, you may be issued a laptop to be used temporarily until your computer has been fixed. If the malfunction is a result of neglectful care, your privileges may be reduced from "standard" to "reduced".
4. If a computer needs to be returned for repair, the temporary issue computer will be utilized and students will treat that computer with the same expectations for use as the computer originally issued to them.
5. Under no circumstances are students allowed to take their computer to any other company for repair, tech support or troubleshooting. All repairs, tech support and troubleshooting will be handled through Oakland-Craig Public Schools.

TROUBLESHOOTING

I. When your assigned computer is not operating properly, it is suggested that you first try and restart your computer as a first step. Often, simply restarting the laptop computer will allow for the machine to correct the problem and allow for normal use. If you have a Chromebook, remove your account from the Chromebook and login again.

If you have difficulties with the laptop computer after trying the above instructions, you will need to seek technical assistance from Mr. Brand.

RECEIVING COMPUTER:

I. Students will receive a laptop computer and power cord at the start of each school year. The computer and power cord will be accompanied at that time by a required computer bag. Students may use the same bag throughout their years in school unless it is necessary to replace it to assure laptop computer safety. **Students will be expected to attend a workshop that is announced by the school administration in the early part of the school year on a date TBA. Students must be accompanied by a parent when they receive the computer at the computer check-out workshop.**

II. Students assume responsibility for the computers at the moment they receive it. Students are responsible for the laptop computer and the power cord until they check in the computer at the end of the school year. Laptop bags will be returned at the end of the school year. Students will be expected to use the required bag each year they are in Jr. and Sr. high school. However, they may use the same bag throughout all years in school.

III. Upon receiving computers and power cords each year, students and parents will be expected to sign the consent and pledge form.

IV. Annual Fees: Fees and deadline for payment determined by board and superintendent on a yearly basis.

RETURNING COMPUTER AT THE END OF THE YEAR:

I. In order to update and clean laptop computers each year, students may be required to check-in the assigned laptop and power cord periodically throughout the school year. Check-in will be a part of the end of year student check-out process at the end of the school year.

II. Students who may need the assigned laptop computer for summer use (OdysseyWare Credit Recovery and etc.) will be required to check-in the computer at the end of the school year unless permission is obtained from school administration to extend the school year for the assigned laptop computer use. The laptop computer must be checked in at the school as soon as such summer work is complete.

USING LAPTOP COMPUTER AT SCHOOL

I. Laptop computers issued to students are intended for use at school each day. Teacher expectations for computer use will vary at times, different software or programs may need to be loaded onto a computer for specific courses. Students may use the laptop computers to access school messages, daily announcements and other information on the school webpage, calendars, and other tools used in daily routines. Students are responsible to bring the computer to class unless specifically advised not to do so by the teacher.

II. If a student leaves a computer at home, they will need to contact a parent/guardian to bring it to them. If a parent/guardian cannot be contacted, the student will have an opportunity to check out a laptop to be used that day only and must be checked back in to the upstairs computer lab at the end of the day. Students will not be allowed to take a second computer home unless their assigned computer is being repaired.

III. Laptop computers are to be brought to school each day fully charged. It is recommended that students charge their computer each evening. Failure to bring a fully charged computer to school will result in a student's inability to participate appropriately in class. Power outlets are not always easily accessible in classrooms. Therefore, proper planning is expected to avoid poorly charged computers.

IV. Inappropriate screensavers and backgrounds are not allowed. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, gang related symbols or pictures will not be allowed.

V. No additional passwords will be permitted.

VI. We suggest all students provide their own headphones or earbuds. There will be a limited number of earbuds available for check-out in the library. Headphones may be used at the discretion of the teacher. The teacher may require only one ear covered in order for the student to be aware of their surroundings in the event of an emergency.

VII. At no time should a student allow another student to use their computer.

VIII. At no time should students trade computers with other students.

IX. Student should NOT delete the history from their browser or give their password to others.

USING COMPUTER AT HOME

I. Students should never allow anyone outside of school to use their computer. A student may be held responsible for misuse of the computer

II. Students should use a power surge protector when charging their computer at home. Computers shall be unplugged during times weather could cause power outages or surges.

III. The computer should be stored in the case and kept in a safe place. Keep pets away!

PROTECTING AND STORING COMPUTER CARE/MAINTENANCE

I. Students are responsible for the proper care of the laptop computer and power cord issued to them. When not using the computer and power cord, they should be kept in the computer bag.

II. When using the laptop, always make sure the computer is sitting flat and not hanging off the edge of a table or desk. Be aware of others walking by your table or desk and make sure if you are charging the computer that the cord is not in a place where it can be a trip hazard or jerked from your computer and cause damage to the power port on the back of the computer.

III. If you are using the laptop where there is not a desk or table (i.e. on your lap, in a bus, and etc.) you must take extra caution to assure that your computer is not at risk of being dropped or being bumped by another person. Never use your computer in a gym where a ball or other objects can become a risk of hitting or falling into the computer.

IV. Laptop computers assigned to students are not to be left in an environment that would expose them to extreme heat or extreme cold. This includes being left in vehicles outside.

V. Never touch the screen with a pencil, pen or other object other than fingers for the touch screen devices. Never place objects (including paper) on the keyboard and then shut the screen as that can result in damaged keyboard or damaged screen.

VI. There are rubber protective and cushion pads on the laptops. Never pick at them or remove them. They serve an important protective purpose.

VII. Laptops should always be transported in the required laptop bags. Required laptop bags are to be used for laptops and power cords only. Never put books or other items in the laptop bags.

VIII. Laptop computer lids are to be closed carefully and never slammed shut. Slamming the laptop lid can damage the screen and the keyboard.

IX. Students should never stack any items (including books) on top of the laptop. X. There is not

to be any stickers or markings placed anywhere on the laptop.

THEFT, LOSS OR VANDALISM OF LAPTOP COMPUTER AND/OR POWER CORD

I. If you lose your computer or if you feel it has been stolen, it is imperative that you report the loss, theft or vandalism to the school administration. If you are not at school and the laptop becomes missing, you are expected to report the loss or theft to law enforcement immediately.

CHARGING COMPUTER

I. Students are responsible for charging their computers.

II. Students shall never leave the laptop, power cord and bag unattended. This includes in the bathroom/Locker room areas!

SECURITY AND FILTERING MANAGEMENT SYSTEMS

I. Security monitoring software is in place to manage and observe use of all staff and students at any time for all. Security software operated by ESU 2 and Oakland-Craig Public Schools allows for the tracking of all Internet and Non-Internet activity at all times.

II. It is to be understood that the school can and will monitor use by staff and students even when computers are being used off campus. Anytime a staff member or student is logged on using a school assigned log-in, the security management system will track use.

III. Filtering software is used to assist in controlling sites used.

MANAGING FILES AND SAVING DOCUMENTS

I. Google Docs, Canvas, and Flash Drives shall be used to safely save all files.

DAILY ROUTINES

I. All students in grades 9-12 must come to school with the laptop and power cord in their required computer bag. Student computers must be fully charged and ready for use. Students may use the laptop computers prior to the start of the school day. However, students should not use the computers in a way that would place the computer at risk of being damaged or for purposes inappropriate or in violation of student expectations addressed in this handbook.

II. On any given day, any student, whose computer is not working properly and/or in need of technical assistance, will need to report to Mr. Brand's office at the start of the school day to check out a laptop to be used until assigned laptop is repaired. A reminder that any laptop checked-out temporarily must be kept at school and not taken home unless approved by school administration. If Mr. Brand is not in his room, leave a note on his board beside Mrs. Brand's door.

III. Computers must be kept in required computer bags and in school or athletic lockers before, during and after school practices. Computers are never to be left lying on a locker room bench or floor. Computers are never to be left lying in a hallway floor in the school building.

IV. Charging computers is the responsibility of the student. If you choose to not bring your power cord to school, you must assure that your laptop is fully charged to start the school day.

PRINTING

I. Students may print to approved printers for school purposes only.

II. The classroom teacher or Mr. Brand must approve all printing in color. No Color printers are available for student use with the laptop computers.

III. Printing of multiple pages must be approved by the classroom teacher or Mr. Brand.

IV. It is expected that students and teachers use Canvas as much as possible to reduce printing.

LAPTOP COMPUTER PRIVILEGE LEVELS

I. The Oakland-Craig Public School Board of Education, the patrons of the district and school faculty are proud to offer students the opportunity of a 1 to 1 Laptop Learning program. This opportunity should be viewed by students as a privilege. Students with appropriate attendance records and in appropriate behavioral standing with the school will start each school year with "Standard Privileges". Students who choose to violate the expected conduct for behavior communicated in student handbooks may have 1 to 1 Laptop Learning privileges reduced from "Standard Privileges" to "Suspended Privileges". Privilege levels are as follows:

STANDARD PRIVILEGES:

- ✔ Laptop Computer with all standard software installed.
- ✔ Home use of laptop computer (laptop computer may be taken home).

SUSPENDED PRIVILEGES:

- ✔ Laptop Computer allowed to be used only at school (laptop computer may NOT be taken home or removed from campus).
- ✔ Internet and printing restrictions may be imposed based on individual violations.

The administration will determine consequences for inappropriate use based on individual acts. Consequences in addition to "Suspended Privileges" may be imposed for inappropriate use. Consequences may include short or long term loss of Internet use, short or long term loss of assigned laptop computer and power cord, suspension, expulsion and even criminal charges depending on the act.

5037
Student Internet and Computer Access

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.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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.

B. 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 e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. 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.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.

9. 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.
10. 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.
11. 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.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

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. Loss of computer privileges;

b. Short-term suspension;

c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

d. Other discipline as school administration and the school board deem appropriate.

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. Children's Online Privacy Protection Act (COPPA)

a. 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.
b. 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 education purposes.

Frequently Asked Questions

1. How much does the student have to pay for their laptop?

Students will not be assessed a fee at this time.
Students will have the option of participating in the district Cooperative Loss Program at a cost of $35 dollars per student. (See attached documents)
The school may also charge for intentional or malicious damage or theft of the laptop.

2. What if a laptop is stolen?

The student and their family MUST file a police report within 24 hours of the theft.

3. What if the laptop stops working?

Check all power cords are plugged in and secure. Check for the correct user name and password. Shut down and restart the computer. Loaner laptops will be available for students during repair. Students will have to access their files and documents from the server when using the loaner laptop.

4. Can the students swap power cords and batteries?

Although technically possible, this is not recommended. Every battery and power cord is labeled with the ID number of the laptop that it belongs to. Students need to be responsible for their own equipment. At the end of the year, students will be responsible for returning the same laptop, power cord and battery that was checked out to them.

5. Should students carry their laptops in their own case or backpack?

Students MUST carry their school laptop computers in a case or bag. This is the ONLY way we can ensure adequate protection…. especially to the display (screen), the most fragile part of the laptop. Computers should NOT be left in vehicles unattended or in extreme temperature conditions.

6. Can the students change the outward appearance of their laptop? (Adding decals, markers etc…) Students will NOT be allowed to change the outward appearance of their computer in any way unless directed by a teacher.

7. How will we keep the students safe on the Internet?

The district will filter Internet access at school. However, parents/guardians need to understand that no filter system is perfect. There is no replacement for wise student decision-making and vigilant adult supervision. It is the parent's responsibility to ensure safety at home. We will be giving parents and students information regarding safety on the Internet and hope they will follow our suggestions. Administrators will have the ability to access where students have been on the Internet and consequences will be administered for improper use as defined in the user guide.

8. What if we suspect and/or notice abuse or misuse?

Abuse of the laptop will be physically obvious… misuse will have to be verified with our monitoring system. Don't hesitate to contact a teacher or administrator if this happens. We will not hesitate to take away student laptops, especially early on, to hopefully deter future misuse. The length and severity of the punishment will be dependent on the situation. A documentation process will be utilized so that repetitive offenses will be dealt with accordingly.

9. Examples of MAJOR infractions:

Anything deemed illegal per local, state, and federal law
Pornographic material
File sharing of any sort
Changing the configuration of the laptop, installing or removing software or hardware without consent
Physically altering the laptop or attempting self-repair
Cheating
Cyber bullying or harming others
Recording (audio or video) others without their permission
Using another person's password, login or computer without consent

Examples of MINOR infractions:
Repetitive classroom infractions
Continuous misuse of audio or video rules including volume, headphones etc… Anything that becomes a repetitive problem will be addressed on a case by case basis

POTENTIAL FINEABLE OFFENSES
Removing identification tags or labels
Violation of outward appearance policy
Loss or damage to power cord, screen, etc….

10. Where does a student go if they need technical support?

Mr. Brand's office – There will be a procedure for documenting all laptop tech support requests.

11. What if a family does not want to participate?

The laptop is a required tool for learning during the school day. If families do not wish to allow their child to participate, they will pick up their computer in the morning and check it in at the end of the school day.

12. How much are we required to use the laptops in class?

You are not required to use them. It is an additional teaching tool to assist in the learning process.

13. What if a student forgets his/her laptop at home?

This should NOT happen more than once or twice a year. The student will check out a loaner computer, if available from the media center, for use during the day. Repeated offenses may lead to further consequences.

14. How do we deal with power (batteries and charging) issues?

Students will be expected to charge their laptop every night at home and always bring it to school fully charged. A fully charged battery should provide at least four hours of use during the school day. Students will carry their power cords with them in their laptop cases and, if needed, plug the computer into outlets/power strips in class.

15. Can the students listen to music while they work?

This is a decision left up to the individual teacher. There is a time and a place for headphones as well as a time and place without them. A one headphone policy may be utilized by the teacher as well. The school will NOT provide headphones but teachers may have loaner headphones that can be used. It is very important for teachers to be proactive about monitoring laptop use.

16. Where do students print?

Over a period of time, the printing needs will decrease as part of our goal is to handle more and more digital documents and use less paper. The classroom teacher will notify students where they should direct their printing needs. (At this time, the media center has a printer available.)

17. How will students (and teachers) back up their laptops?

Mac Laptop users will have to manually back up to Google Drive any files that they wish to save. Chromebooks sync to Google Drive automatically..

18. What should students do with their laptops…?

In between classes? Laptops should be secured in case and carried to the next class.

During P.E. or Sports Practice? Laptops should be secured in case and stored in the student locker or P.E. Locker.

On the Bus? Laptops should be secured in case and placed in overhead storage or in a safe area to avoid damage.

On the Van? Laptops should be secured in case and placed in safe area of van to avoid damage.

At Home? Laptops should be kept inside in a safe and secure place to avoid damage.

Do NOT leave in vehicles due to low or high temperature ranges that could damage the computer.

19. What do we do about substitute teachers?

Regular classroom teachers will be encouraged to leave lesson plans that allow students to still utilize computers when a substitute teacher is present.

20. Can students take the laptop computers out of town on school or personal trips?

The focus of the laptop initiative is on learning. Encouraging students to learn outside of the building is precisely the goal. We have to remind students that with this privilege is a great responsibility. Students must responsibly protect and take care of their laptop wherever they are able to take and use it.

21. Can everyone in my family use my laptop?

Students are ultimately responsible for the information on the laptop and the use of the laptop. Therefore, students should never allow any other person to use their computer in the event something goes wrong.

22. Can students bring their own computers/electronics devices to school and use them instead of the school issued laptop?

NO – At school everyone will need to use the school issued computer. The school issued computer will have the settings, access to the server and programs needed by the student while at school. We do not have the proper security filtering equipment to allow outside devices. If a personally owned device is absolutely necessary, express permission and authorization must be secured from administration.

Grades 7-12 1:1 DAMAGE/LOSS/VANDALISM COOPERATIVE FUND PROGRAM

Students in grades 7-12 will have the option to take their school-owned device home for academic use.

1. **Laptop Loan Agreement -** The Laptops are going home for academic use. Families are responsible for the care and safety of the Laptop during the entirety of the time that it is gone from the school building. The student is responsible for the care and safety of the Laptop during school time. The replacement cost of a lost, stolen, or destroyed Laptop is roughly $400 depending on the model. The cost to repair a broken Laptop screen is usually about $100.

2. **Laptop Damage/Loss/Vandalism Cooperative Fund** - Families have the option of participating in the district Cooperative Loss Program at an initial cost of $35 per student. In the event of damage, loss or vandalism of a district Laptop, paid participants in the Cooperative Loss Program would be responsible for an additional $50 (deductible) of the repair/replacement cost. Lost chargers, bags, and straps are not covered. The Cooperative Loss Program would cover the remaining cost. Lost or vandalized Chromebooks or Macbooks may result in students being responsible for amounts greater than $50, up to the value of the device at the discretion of the administration. Please note the cost of devices changes from year to year; therefore, the fees will be the current cost to replace the device at the time of replacement. Whether or not the damage or loss is determined to be accidental or intentional will contribute to the decision on financial responsibility. NOTE: In the event that a Laptop is lost, stolen, or vandalized, it will be the family's responsibility to contact authorities, file an official police report, and provide the case number to Oakland-Craig officials.

2025-2026 Single-Page Laptop Response Form for:

1) Laptop Loan Agreement Description of Terms

2) Laptop Damage/Loss/Vandalism Cooperative Fund Description of Terms

Your student will need this ONE (fully-completed) form with them to be allowed to take his/her Laptop home.

==========

Parent/Guardian Name: _____ Phone _____ Email _____

Address: _____Zip_____

==========

I have been provided a copy of the Laptop Loan Agreement and by my signature below, indicate that I understand and agree to the terms contained therein. I understand that any use deemed irresponsible, inappropriate, or in violation of the student code of conduct by the District may result in the loss of his/her right to possess and/or use this Laptop and may also result in disciplinary or other action.

I have been provided a copy of the Laptop Damage/Loss/Vandalism Cooperative Fund Description of Terms and by my signature below, indicate that I understand and agree to the terms contained therein. Either YES, NO, or a special request must be selected. **CHECK ONLY ONE.**

_____Yes, I would like to participate in the Damage/Loss/Vandalism Cooperative Program (Payment must be provided).

$35.00 Payment: _____ (an additional $50 deductible for actual loss)

_____No, I decline to participate at this time. I understand that I am responsible for 100% of any damage, loss or vandalism to the loaned Laptop.

_____I request Oakland-Craig Public Schools to not provide school property of a significant value which may easily be lost or unintentionally damaged and which the student would be held responsible for monetarily. My child will not be checked out such items to take home, such as graphic calculators, laptop computers, etc. These items will always stay at school for daily check-out.

Parent/Guardian Signature: _____Date:_____

Student(s) Name(s) _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Workspace for Education accounts, students may access and use the following "Core Services" offered by Google, that Oakland-Craig chooses to utilize (described at **https://workspace.google.com/terms/user_features.html**). At this time, not all these services are utilized by Oakland-Craig and not all students' access all the applications that Oakland-Craig chooses to utilize.

In addition, we also allow students to access certain other Google services with their Work Space for Education accounts. Specifically, your child may have access to the following "Additional Services":

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Workspace for Education accounts in its Workspace for Education Privacy Notice. You can read that notice online at **https://workspace.google.com/terms/education_privacy.html**. You should review this information in its entirety, below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Oakland-Craig may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

How does Google use this information?

In Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results.

Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Workspace for Education account.

Can my child share information with others using the Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others within Oakland-Craig. We do not allow students to share information publicly.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at **https://www.google.com/edu/trust/**), the Workspace for Education Privacy Notice (at **https://workspace.google.com/terms/education_privacy.html**), and the Google Privacy Policy (at **https://www.google.com/intl/en/policies/privacy/**. The Core Workspace for Education services are provided to us under Workspace for Education Agreement (at **https://www.google.com/apps/intl/en/terms/education_terms.html**).

- Children's Internet Protection Act (47 CFR § 54.520) (CIPA): a federal law that requires Oakland-Craig to utilize content filtering applications to ensure that the content your student accesses on the internet meets specific internet safety requirements.
- Children's Online Privacy Protection Act (16 CFR § 312) (COPPA): a federal law prevents the collection of online data from persons under 13 years of age.
- Family Educational Rights and Privacy Act (20 U.S.C. § 1232g)(FERPA): a federal law that protects the privacy of student education records.

- Calendar
- Chrome Sync
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Gmail
- Google Meet
- Keep
- Sites
- Vault
- Google Analytics, Google Earth, Google Maps, Google Takeout, Managed Google Play, Socratic, YouTube (with safe search enabled). A list of additional services is available at **https://support.google.com/a/answer/181865**, and instructions for administrators about how to enable or disable them are available at **https://support.google.com/a/answer/182442**.]
- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- Cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.
- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Workspace for Education schools.
- With Oakland-Craig Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Workspace for Education privacy notice and any other appropriate confidentiality and security measures.

- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
    - Meet any applicable law, regulation, legal process or enforceable governmental request.
    - Enforce applicable Terms of Service, including investigation of potential violations.
    - Detect, prevent, or otherwise address fraud, security or technical issues.
    - Protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

I have read and understand the Google Workspace for Education Notice.

Parent Printed Name: _____Parent Signature: _____

Student(s):_____

Date:_____

STUDENT AND PARENT CONSENT AND PLEDGE FORM

I understand that the Computer belongs to Oakland-Craig Public Schools and is issued to me to be used for my educational use.

I understand that nothing I access, create or store on the assigned laptop computer assigned to me is private and that the computer may be examined by the school staff at any time without notice to me or my parents.

The laptop computer assigned to me is ALWAYS my responsibility.

I will use the assigned laptop computer as instructed by teachers, staff or parents.

I will not share files or add software to the assigned laptop computer unless instructed by my teacher. I will not bypass or change the assigned laptop computer management settings or network management settings. I will come to school with the assigned laptop computer fully charged and in the required case. I will always carry the assigned laptop computer with the lid closed and in the required case.

I will always protect the assigned laptop computer from food or beverage spills and I will not have my laptop near lunchroom tables during school lunch.

I will always follow all copyright laws using the assigned laptop computer.

I will never post my image, name, address or other personal information online unless approved by the classroom teacher or school administration.

I understand that everything I post online may be accessed FOREVER.

I will not remove or alter any markings identifying the assigned laptop computer as school property.

I understand that if I violate any of the rules listed above, my technology privileges may be restricted and/or taken away.

I understand that I may be required to pay for damages and/or repairs to the laptop that result in my negligence or failure to properly care for the laptop.

YOU MUST SIGN AND RETURN THIS FORM TO THE SCHOOL BEFORE BEING ASSIGNED A LAPTOP COMPUTER

I have read and understand the policies, expectations and procedures for the Oakland-Craig Public School's 1-to-1 Laptop Computer Program. I agree to comply with all the policies, expectations and procedures outlined in both the 2025-2026 Oakland-Craig High School Student Handbook and in the 2025-2026 Oakland-Craig High School 1-to-1 Laptop Learning Handbook.

Parent Printed Name: _____Parent Signature: _____

Student(s):_____

Date:_____

I have watched the required social media presentation.

Parent Signature:_____ Date: _____ Staff Initial _____