Student Acceptable Use of District Technology

Grades 7-12

2022-2023

Student Agreement for Acceptable Use of the District Electronic Communications System

The purpose of this document is to set forth the policies governing the use of all District technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all District technology resources *via* off-campus remote access.

Please read the following Acceptable Use Policy carefully before signing your registration packet. The District reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available online at https://www.cisd.tx.net/studentresources

Introduction

CISD is pleased to offer students access to District computers, communications systems [1], the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom [2] experience. Technology can expand a student's access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. The District recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to make parents/guardians, teachers and administrators partners to teach students how to be responsible users of technology.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The District will hold ALL students responsible for their use of technology, whether District- provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, District policy and procedures, and legal requirements. This applies to the use of all District technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all District technology resources *via* off-campus remote access.

This Policy shall be used in conjunction with CISD Board Policy FNCE (Legal) and (Local), which deals with Student Rights and Responsibilities, and the Student Code of Conduct adopted by the Board and found in the Student/Parent Handbook.

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[1] "Communication systems" as used throughout this Policy include educational-related communications b e t w e e n and among the District and students by e-mail, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

[2] "Classroom" as used throughout this policy includes traditional face-to-face instructional settings, as well as through synchronous and asynchronous methods of remote learning.

Using the Internet and Communications Systems

The District provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any District computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by the District, and any personal technology used in an educational setting. Access to the District's technology is a privilege, not a right. Students must comply with all District standards set forth in this Policy at all times in order to maintain the privilege of using its technology resources.

Students and their parents/guardians are advised that any information stored on and/or sent through the District's technology resources is the property of the District. Accordingly, in connection with ensuring student safety, District network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on District technology resources to maintain system integrity and ensure that students are complying with this Policy and using technology in a responsible and appropriate manner. Such reviews will include students' use District approved educational websites or software to ensure that they are using it in an appropriate manner consistent with the District's expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on District technology.

At certain campuses, the District may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Acceptable Use Policy and/or Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this Policy and/or the Student Code of Conduct. (Personal devices will not be allowed on school campuses at this time due to COVID-19)

The District remains committed to integrating technology to enhance its curriculum for students, which it believes increases students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by the District for use in instruction.

Although the District strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. The District does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. The District takes steps to minimize students' opportunities to do so, including the implementation of extensive content- filtering software. This software is not fail-safe, however, and while at school the District strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this

Policy is strictly enforced, and students who misuse any District technology outside its intended purpose, including the use of District-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

With this in mind, the District still believes that the benefits of allowing student access to the Internet to enhance the educational experience outweighs any potential harm to students.

Proper and Acceptable Use of All Technology Resources

The District requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. The District will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this Policy. When using District technology systems outside the school, parents/guardians should strive to ensure that students do so in compliance with the rules set forth in this Policy, as the District is unable to supervise students' technology use at home. Students, who unintentionally access inappropriate material in connection with their use of any District technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. The District shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All District technology resources, including but not limited to District computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this Policy.

Activities that are permitted and encouraged include the following:

- School work and assignments;
- Original creation and presentation of academic work;
- Research on topics being discussed in classes at school;
- Research for opportunities outside of school related to community service, employment or further education;
- Reporting inappropriate content or harassing conduct to an adult;

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on a District-provided or personal electronic device, include the following:

- Using District or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a classroom teacher;
- Using technology for plagiarism or otherwise representing the work of others as the student's own;
- Presenting any copyrighted, registered, or trademarked work as that of the student;

- Using obscene or profane language on any District technology resource, to include posting such language on any website or software used by the District;
- Engaging in harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying while using any District technology resource, to include the use of any website or software used by the District;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, or any material that is not related to the permitted activities set forth above;
- Using a website or software program implemented by the District in a manner outside the scope of the use specified by the classroom teacher, coach or administrator;
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any District equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action;
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto District equipment, networks, stored computer files, or software;
- Attempting unauthorized access, or "hacking," of District computers or networks, or any attempts to bypass Internet content-filtering software used by the District;
- Using USB, bootable CD's, or other devices to alter the function of any District technology equipment, network or software;
- Sharing online any personal information of another student or staff member, including name, home address, or phone number;
- Using any District technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher, coach or administrator;
- Streaming videos or music
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator;
- Using any District technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud;
- Personal electronic devices may be subject to search in accordance with the Student Acceptable Use policy and Student Code of Conduct;
- Using any District technology resource to engage in any activity that violates any CISD Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.

Students shall immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent/guardian has any question about whether any activity may be a violation of this Policy, they should ask a classroom teacher, coach or administrator.

Students will be responsible for any damages to any device assigned for student use, other than normal wear and tear.

Privacy and Security

Students are expected to use District technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using a District-issued or personal electronic device. Students shall not share their individual logins, passwords,

or access to District technology with others without the prior approval of a classroom teacher, coach or administrator. Students shall sign off or log off all District equipment,

software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords or access.

Consequences for Violations of this Policy

Students shall be subject to disciplinary action as deemed appropriate by the Superintendent or designee for a violation of this Policy, depending on the severity of the violation. Such consequences may include, but are not limited to, suspension, removal to an alternative education setting, and/or expulsion. In addition, a student's privileges to use District technology resources may be restricted or revoked. The District may undertake appropriate investigations any potential violation of this Policy by a student, and may take action based upon the preponderance of the evidence revealed by such investigation.

In addition to this Policy, individual schools may implement additional rules and regulations pertaining to the use of District and/or personal technology resources within their respective campuses. A school may hold any personal technology belonging to a student, subject to the applicable District and/or campus policies and procedures, in the event the student uses the technology inappropriately in violation of this Policy or of applicable campus rules.

Students who violate this Policy may also be subject to potential violations of local, state, and federal law, depending on the conduct involved.

Limitation of Liability

The District makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through District provided and/or a student's personal electronic device. CISD is not responsible for any damages that a student may sustain, including those arising from non -delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as the District makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use District technology resources, students and their parents/guardians hereby release CISD, its trustees, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of the District's technology resources by the student.

Last revised 08/2020

_____   _____
Parent/Guardian   Student

CHILLICOTHE ISD
Chromebook Acceptable Use & Protection Agreement for Grades 2-6

Learning in the Present; Preparing for the Future
Chillicothe ISD is pleased and proud to offer our students in Grades 2-6 access to a Chromebook and the Internet. Use of the wireless network will provide CISD campuses access to numerous software programs and the Internet for educational purposes. Chillicothe ISD believes that teaching using 21st Century tools will improve the educational opportunities for our students.

We hope that you share our excitement of being able to offer the Chromebooks as an instructional resource to our students at Chillicothe ISD. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students.

This agreement represents an outline of the Chromebook Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Chillicothe ISD Chromebooks and Internet system is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to the Chillicothe ISD Chromebooks and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

First Accidental Breakage(non normal wear and tear): The actual cost of repair/replacement. The Student will have a loaner upon payment and until the unit is repaired.

Second Accidental Breakage(non normal wear and tear): The actual cost of repair/replacement. The student will have a loaner upon payment and until the unit is repaired.

Third Accidental Breakage(non normal wear and tear): The actual cost of repair/replacement. Students will have access to a loaner upon payment of repair costs and only at the request of individual teachers. The loaner will be turned in to the teacher at the end of class. An administrative decision will be made regarding the student's possible further use of the equipment

Lost/Stolen: If a student loses the Chromebook or charger, they will be charged full replacement costs for those items. If the Chromebook is stolen while away from school, parents/guardians should immediately report the theft to the local police. A police report must be given to the campus principal at the first opportunity available or no later than the first school day following the incident.   In case of fire, a copy of the police/fire report must be given to the campus principal.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to the Chromebooks and power cord. Warranty, or Accidental Damage Protection **DOES NOT** cover intentional damage to the Chromebook and its accessories.

General Care of the Chromebooks
Treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

If the Chromebook, power cord or protective case is damaged, or not working properly, please inform Mrs. White. The Chromebook, power cord and protective case must be turned into the Technology Staff for repair or replacement immediately. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.

- Do not leave your Chromebook in an unsecured area. This includes an unlocked locker.
- Do not loan the Chromebook to anyone.
- Protect the Chromebook by unplugging the power supply when transporting the Chromebook.
- Students are expected to treat their Chromebook with care and respect. The Chromebook and protective case are the property of Chillicothe ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Chromebook or protective case are not allowed and will result in loss of privileges and disciplinary consequences.
- Students should not use their Chromebook while walking. Students are strongly encouraged to use the Chromebook on a flat stable surface such as a table. Chromebooks are fragile, and if they are dropped they may break.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the Chromebook, or use their Chromebook near others who are eating and/or drinking.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sport equipment, etc.
- Students should use care when plugging in their power cord..
- Chromebooks should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat, and will result in damage to the Chromebook.

General use of the Chromebooks and the Chillicothe ISD Internet System
Chillicothe ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations as a guide when working within our Chromebooks or Internet computer system:
- Follow the Chillicothe ISD acceptable use policy when using the Internet at home or at school.
- Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.
- Do not load applications from the Internet unless you have permission from a Chillicothe ISD teacher.
- Do not remove programs or files from the Chromebook.
- Honor your family's values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the Chromebook at home.   Content that is not age appropriate is not allowed whether at school or home.
- Do not give personal information out when using the Internet.
- The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects

supervised by the Chillicothe ISD faculty.

- During school hours, game playing on Chromebooks is not allowed unless the game is directly related to a school assignment or activity.
- E-mail (or any other electronic communication) should be used only for legitimate and responsible communication between students, faculty and family. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students may access only those files that belong to them or which they are certain they have permission to use.
- Students are expected to follow all copyright laws.
- Files stored within the school computer systems (both Chromebook and fileservers) should be limited to those relating to formal school courses or activities.
- Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
- Students are expected to only access teacher authorized sites at the appropriate times.
- Students are expected to notify their teacher/parent immediately if they accidentally access an inappropriate site.
- Each Chromebook is assigned to an individual student. Students should never "swap" or "share" their Chromebook with another student.
- Chromebooks should be in a student's possession or secured at all times.
- Students should never attempt to "hack" into any computer system or engage in unauthorized use of the network.
- All users must agree to never maliciously damage or steal school computer equipment or electronic data.
- All users must agree to never change the settings of school-supplied software.
- The use of chat rooms or instant messaging systems or free email on the Internet is prohibited. The students may only use the email account and chat (if available) software that is set up by Chillicothe ISD.

Daily Preparation Tasks
- Recharge the Chromebook battery every night. If you are unable to recharge it yourself, check the Chromebook into Mrs. White for recharging **BEFORE** leaving school for the day.
- Bring the Chromebook to school every day and have it ready to work at the beginning of each class. If a student fails to bring their fully charged Chromebook to school each day, disciplinary action will result.
- Students who do not have permission to take their Chromebook home may pick up their Chromebook in the designated room each morning, and are required to return their Chromebook to the designated room at the end of each day.
- Students may be allowed to recharge their Chromebooks during classes that are conducive to this. **Very few classes will have this capability, so avoid any potential problems by charging them each night at home. (i.e during Ag. classes, athletics etc. There will only be a few extra chargers available)**

Using the Chromebook for Internet and Electronic Communication
- Chillicothe ISD will filter Internet access while on the school network on the Chromebook. Any attempt to disable that filter will result in disciplinary consequences.
- Students and parents/guardians understand the Chillicothe ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, **it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home**.
- Students should be aware that Internet access and electronic communication, and other media that are accessed, created or stored on their Chromebooks are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Consequences of Inappropriate Use
The use of any district technology is a privilege and not a right. Students are expected to use their Chromebook in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this Chromebook in an appropriate manner will result in consequences, as determined by the staff and administration of Chillicothe ISD.

Students who leave the District and fail to check in their Chromebook and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.

Student Pledge for Chromebook Use

1. I will take good care of my Chromebook and know that I will be issued the same Chromebook and protective case each year.
2. I will not remove my Chromebook from the school issued protective case for any reason or at any time.
3. I will never leave the Chromebook unattended.
4. I will never loan out my Chromebook to other individuals.
5. I will know where my Chromebook is at all times.
6. I will charge my Chromebook's battery daily.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the Chromebook.
8. I will not disassemble any part of my Chromebook or protective case or attempt any repairs.
9. I will protect my Chromebook by carrying it securely.
10. I will only use my Chromebook in ways that are appropriate and educational.
11. I will not place decorations (stickers, markers, etc.) on my Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Chillicothe ISD.
13. I will follow the policies outlined in Chillicothe ISD's Acceptable Use and Protection Policy while at school and any other place I use my Chromebook.
14. I will file a police report in case of theft, vandalism, fire and other acts covered by insurance.
15. I agree to pay for the replacement of the Chromebook, power cords and/or protective case in the event any of these items are lost or stolen.
16. I agree to return the District the Chromebook, power cords and protective case in good working condition immediately upon request by the District.

Chillicothe Independent School District
Chromebook Acceptable Use & Protection Agreement,
Student Pledge for Chromebook Use

We have read these Parent/Guardian and Student Agreements and Pledge and understand our responsibilities in the use of the Chromebook, computer network, Internet, and any other applicable equipment.   We also understand all the policy and procedural expectations and obligations related to the Chillicothe ISD Chromebook initiative.

_____

Parent Signature   _____
                                                                                                                                  Date

_____
Parent Printed Name

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Student Signature   _____
                                                                                                                                  Date

_____
Student Printed Name

Estimated costs of Chromebook parts

LCD Screen- NON TOUCH- $62.99   TOUCH- $89.99

Keyboard- $75.00

Hinge Set- $20.00

Bezel - $29.99

Spine Cover- $19.99

Back Cover- $39.99

Bottom Cover- $39.99

Battery Cover- $9.99

Power Adapter(Charger)- $35.00

Protective Case- $20.00

Whole Unit- $300.00