Newton ISD
Student Chromebook Handbook

August 2022

Table of Contents

Handbook Overview

This handbook is intended to provide essential information about the use of student Chromebooks issued by Newton ISD. The one-to-one student and teacher program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook:
- Newton ISD issues Chromebooks to students for educational use only.
- The Chromebook comes with a built-in camera that should only be used for educational endeavors as instructed by a teacher.
- Accidental Loss/Damage Protection is recommended and can be purchased for $25 per year. ***Accidental Loss/Damage Protection does not cover Chromebook damage that is either intentional or the result of gross negligence or loss/damage to any peripheral item.***
- The fees associated with damaging or losing the Chromebook and/or peripheral items are listed in this handbook.
- Newton ISD Chromebooks and peripheral items not returned when students leave for the summer or transfer/withdraw from the District may be considered stolen. Theft charges may be filed.
- Internet content is monitored and filtered on all Newton ISD computers. This includes use at school and off campus.
- Certain activities are monitored and filtered when students are logged in to a Newton ISD G Suite for Education (GSFE) account, even when logged in on personal devices. Students should log out of the Newton ISD GSFE account when it is no longer in use to avoid unintentional monitoring and filtering of activities on their personal device.
- Parents/guardians are ultimately responsible for all activities involving the Chromebook and peripheral items while the student is off campus.
- If a Chromebook or peripheral item needs to be repaired or is lost, the student must report the need for repair or replacement to their teacher as soon as possible. The student's report must be filed and the required paperwork completed with their teacher within 2 school days from the time of breakage or loss.
- This handbook should be read carefully by students and parents/guardians. The Agreement included in Appendix II of this Chromebook handbook is a copy of what you and your student must sign prior to receiving the Chromebook.

Terms of Newton ISD Chromebook Use

Acceptable Use: All students must comply at all times with the Newton ISD Student Acceptable Use Policy found in Appendix I of this Chromebook Handbook and in the NISD Student Handbook, along with the other guidelines outlined in this Chromebook Handbook and Newton ISD Board Policy. Failure to comply may result in disciplinary action and could also result in suspension or termination of access to the Chromebook and other District technology resources effective immediately.

Liability: If the Chromebook or a peripheral item is accidentally damaged, lost, or stolen, the parent/guardian may be responsible for the cost of repair or the replacement value on the date of loss.

Parents may purchase the optional Accidental Loss/Damage Protection to cover up to three (3) incidents of loss/damage to the Chromebook, subject to certain limitations, as outlined in this handbook. **Accidental Loss/Damage Protection does not cover any loss/damage to peripheral items.**

In the case of theft, the parent/guardian or the student must immediately file a report with the appropriate authorities and notify their teacher. If the Chromebook is lost or damaged due to an intentional act (or failure to act) or gross negligence, the parent/guardian will be responsible for the cost of repair or replacement, even if the parent has purchased Accidental Loss/Damage Protection. Chromebooks and peripheral items not returned at the request of the District, end of the school year or when a student transfers/withdraws from the District may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

Repossession: If the student and/or parent/guardian does not timely and fully comply with all terms of this handbook and the attached agreement form, Newton ISD reserves the right to come to you to pick up Newton ISD property at any time.

Chromebooks and peripheral items may be randomly checked to verify the condition and compliance with district policy.

Newton ISD Chromebook Guidelines

- Only Newton ISD devices may be connected to campus Wi-Fi.
- **Students have no expectation of privacy in any content, material, or other information stored on, accessed or transmitted from, or used with the Chromebook, whether at school or at home. The Chromebook belongs to Newton ISD, and appropriate district and school officials may monitor a computer or access its contents at any time, for any reason, without notice.**
- If technical issues arise, students must notify their teacher immediately.
- Each Chromebook is identified by an asset tag and assigned to an individual student. To ensure that a student always has his or her assigned Chromebook, students should not remove the asset tag on the Chromebook. If the asset tag is lost, the student must immediately notify their teacher to obtain a replacement.
- Chromebooks shall not be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, locker rooms, the library, unlocked classrooms, hallways, and any place outside of school that is not the student's home (e.g., in a vehicle). Any computer left in these areas will be collected by staff and taken to the campus librarian. Disciplinary action may be taken for leaving a Chromebook in unsupervised areas.
- Files may not be deleted by anyone other than the original creator/owner of the file. Deletion of certain files can affect the performance of the Chromebook and can interfere with the student's ability to complete class work, which may affect the student's grades.
- Only NISD shall provide service to a Newton ISD Chromebook. No outside computer services shall be used for any type of repairs or maintenance.
- District installed settings shall not be deleted or altered including resetting the Chromebook to factory default or placing the Chromebook in developer mode. Adjusting the settings on any Chromebook, yours or someone else's may result in disciplinary action.
- All use of the Internet must comply with district guidelines, policies, and applicable law. Log files are maintained on each Chromebook with a detailed history of all Internet sites accessed and are subject

to review by the district, regardless of whether the sites are accessed by the authorized student user or another person.

- All Chromebook files are subject to review by the District. Disciplinary action may be taken for violations of district guidelines and the district may report violations of law to appropriate law enforcement authorities.
- Parents/guardians and students should be aware that certain activities are monitored and filtered when students are logged in to a Newton ISD G Suite for Education (GSFE) account, regardless of the device used to log in. If a student logs in to his or her Newton ISD GSFE account on a non-NISD device (e.g., a personal computer at home, cell phone, etc.), he or she must log out of the GSFE account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the non-NISD device for non-school purposes by the student or other individuals.
- The District makes every effort to block obscene, pornographic, or otherwise offensive material. If a student inadvertently accesses a web site which contains obscene, pornographic, or otherwise offensive material, students must notify a teacher or an administrator immediately so that such websites can be blocked. In that situation, a student will not be disciplined for violating the Acceptable Use Policy or Student Code of Conduct. **This is not a request – it is a responsibility.**

Student Responsibilities

As the primary users, students have specific responsibilities when using their Newton ISD-issued Chromebooks:

- At all times, students are responsible for their assigned Chromebook and peripheral items, whether at school or at home.
- Students are responsible for bringing their Chromebook fully charged to school every day.
- Cords, cables, and removable storage must be inserted and removed carefully.
- Students are responsible for using only their assigned Newton ISD GSFE account. Students may not share their password with other individuals.
- Students should not loan their Chromebook or peripheral items to another student for any reason.
- Students should never carry their Chromebook while the screen is open.
- Students should never vary their Chromebook by the screen.
- Students should not loan their Chromebook or peripheral items to another student for any reason.
- Students may not play games, load or download any software, music, pictures, etc. on the Chromebook unless instructed by a teacher to do so.
- When a Chromebook or peripheral item is damaged, lost, or stolen, the student must immediately notify their teacher and submit the required paperwork no later than 2 school days after the discovery of the issue or incident.
- Students should not give out personal information when using the Internet.
- Students are not allowed to hack or reset Chromebooks.
- Students are not allowed to download unauthorized extensions or other unauthorized software.
- If a student adds any unauthorized items to the Chromebook, the student will be required to return the Chromebook for resetting and the District may place certain restrictions on the student's use of or access to District technology resources.
- Students shall use the Chromebook's camera responsibly and with good judgment, as required under District policies and the Student Handbook.
- Students should use cloud storage (Google Drive) responsibly.
- If a student must leave a Chromebook unattended, they are to make sure it is in a secured location

- Students are not allowed to place decorations (stickers, markings, writing, etc.) on the Chromebook.
- Students are not allowed to use any inappropriate images or media as a screensaver or background.
- Students are not allowed to add a credit card or set up Google Wallet to make any purchase, such as music or unapproved apps/extensions.
- Students are required to return Chromebooks and/or peripheral items at any time, upon request from NISD.

Parental Responsibilities

- Parents/guardians are responsible for monitoring their student's use of the Chromebook and peripheral items while at home and away from campus at all times.
- Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology found in this Chromebook Handbook and in the NISD Student Handbook, as well as Newton ISD Board Policy CQ, available at: https://pol.tasb.org/Policy/Code/938?filter=CQ.
- Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.
- Parents/guardians should regularly inspect their student's device and peripheral items and encourage them to report items that need to be fixed.
- Parents/guardians should ensure that their student returns the Chromebook and all peripheral items at the end of the school year or when their student withdraws from Newton ISD.

Repair Costs

All Chromebooks and peripheral items are issued in good working order. Students are expected to keep the Chromebook and all peripheral items in good condition. Failure to do so may result in out-of-pocket costs summarized in the tables, disciplinary action, and suspension or termination of access to the Chromebook and other District technology resources. Newton ISD reserves the right to monitor incidents of loss/damage to the Chromebook or peripheral items during the school year and take appropriate action in response to excessive or repeated incidents of loss/damage. All monies owed must be paid in full before a Chromebook or any peripheral items will be issued. The District reserves the right to withhold other technological equipment, and a student's extra privileges until all Chromebook and/or peripheral item monies owed are paid in full.

Accidental Loss/Damage Protection (ALDP)

(*Recommended, but not required; Non-refundable*)

This coverage may be purchased through the school for $25.00 (*non-refundable*) per year by the parent/guardian. This coverage is payable prior to the distribution of the Chromebook. ALDP covers up to three (3) incidents of accidental loss and/or damage to the Chromebook per year. The following are not covered by ALDP and will result in repair or replacement costs being charged to the student as set forth in the sections below:

1. Chromebook loss or damage that is either intentional or the result of gross negligence;
2. Loss or damage to the Chromebook that occurs after three (3) incidents of accidental loss or damage per year; and
3. Any loss or damage to peripheral items (power adapter, internal batteries, or other components or accessories used with the Chromebook).

Gross negligence is the deliberate and/or reckless disregard for the care of the Chromebook.

If a parent chooses not to purchase the ALDP, they will be responsible for the entire cost of repair or replacement of the Chromebook in the event of loss or damage. In special cases, the repair or replacement cost may be waived or reduced for certain eligible students in accordance with Newton ISD Board Policy FP (LOCAL).

The table below represents estimated charges for each occurrence of loss and certain types of damage. The prices below are not all-inclusive and are subject to change.

Item	Cost
Chromebook	300.00

*cost of each item varies with specific Chromebook models

Items/Incidents Not Covered by ALDP

The following peripheral items are not considered incidental and are not covered by the Accidental Loss/Damage Protection. If any peripheral items are damaged, lost, or stolen, the parent/guardian will be charged the full repair or replacement cot of the peripheral item(s). In special cases, the repair or replacement cost may be waived or reduced for certain eligible students in accordance with Newton ISD Board Policy FP (LOCAL).

Item	Cost
Power Adapter	35.00
Case	30.00

Reporting Damage/Loss/Theft

Students will have 2 school days after an incident, or discovery of an incident, to report any damage, loss, or theft to their teacher. Students may be required to answer a series of questions to help gather more information about what happened and/or what is wrong with their Chromebook or peripheral item and provide a case number, if applicable. If the device was damaged/destroyed in an incident off campus, the student will need to provide a case number from the appropriate authorities (for example, if the device is damaged/destroyed in a fire, the fire department case number should be provided). After the student has turned in a Loss/Theft/Damage Report, the student should back up any items on the Chromebook, if possible, and bring the Chromebook and/or peripheral item to the campus librarian.

Upon receipt of a damaged Chromebook or peripheral item, Newton ISD will evaluate the internal and external condition and functionality of the device and determine what repairs are necessary. With the sole exception of damage to a Chromebook that is within the coverage provided under ALDP, Newton ISD will charge the student for any parts needed to repair the Chromebook or peripheral item at the manufacturer's cost, which is subject to change by the manufacturer at any time.

If a student thinks that their Chromebook or peripheral item is lost or stolen on campus, they need to go to their teacher and fill out a Loss/Theft/Damage Report within 2 school days. If a student thinks that their Chromebook or peripheral item is lost or stolen off campus, they need to immediately file a report

with the appropriate authorities and then go to their teacher and fill out a Loss/Theft/Damage Report (including a case number from the appropriate authorities) within 2 school days.

If a student knows that their Chromebook or peripheral item has been damaged, lost, or stolen and already has a case number from the appropriate authorities, they need to go to their teacher and fill out a Loss/Theft/Damage Report within 2 school days.

The District may issue a replacement Chromebook or peripheral item to the student, if available. However, after <u>three</u> reports of loss, damage, or theft, a loaner device will NOT be issued.

Failure to timely and properly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to Newton ISD) impairs Newton ISD's ability to take appropriate responsive action and seek available remedies for lost, stolen, or damaged/destroyed devices. Such failure may be considered gross negligence, which will void any applicable ALDP coverage for the Chromebook for that incident. (Please note that there is no coverage for peripheral items under ALDP, even if damage, loss, or theft is reported within the required 2 school day period.)

Care of the Chromebook and Peripheral Items

Students are responsible for the general care of their Chromebook and all peripheral items. Chromebooks and/or peripheral items that are broken or fail to work properly must be taken to their teacher within 2 school days. Please follow these precautions:
● Do not place food and/or liquids near the Chromebook or any peripheral item.
● Do not stack any objects on top of the Chromebook.
● Never attempt to repair or reconfigure the Chromebook or any peripheral items.
● Do not write, draw, stick, or adhere anything to the Chromebook or any peripheral item.
● Do not decorate the Chromebook or any peripheral item using markers, personalized stickers, etc.
● Keep the Chromebook and other electronic storage media away from electromagnetic fields, such as stereo speakers, that can erase or corrupt your data.
● Do not expose the Chromebook or any peripheral item to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
● Do not leave the Chromebook or peripheral items in any vehicle.
● Do not obstruct the Chromebook's vents, and do not place the Chromebook on surfaces such as paper or carpet while it is turned on or charging.
● Do not leave a power cord plugged in to the Chromebook while in a backpack. This may cause damage to the Chromebook and poses a safety hazard.

Specifics on the Chromebook

The following sections cover specific information on the Chromebook and Newton ISD policies and procedures.

A. Screen Care
The Chromebook screen is particularly sensitive to pressure. Extreme care must be taken to protect the screen from damage.
● Do not place anything on top of the Chromebook or lean on it when it is closed.

- Do not poke the screen with anything. Your finger is the only means that should be used to interact with the Chromebook.
- Do not place anything on the keyboard before closing the lid (*i.e.,* pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the screen. If your screen needs to be cleaned, use a soft, dry, microfiber cloth.

B. Camera

The Chromebook comes with a built-in camera. The Chromebook camera should only be used for educational endeavors as instructed by a teacher. The Chromebook camera shall not be used for inappropriate or unsafe activities, including, but not limited to:
- Taking photos or recording videos on campus (unless directed by a teacher for instructional purposes);
- Taking photos or recording videos of inappropriate, obscene, or other illegal material or content;
- Posting photos or videos online or sending photos or videos via email, etc., especially to a stranger (unless directed by a teacher for instructional purposes);
- Taking and/or manipulating photos or videos for non-educational purposes or to embarrass others; or
- Video chatting (unless directed by a teacher for instructional purposes).

Improper use of the Chromebook camera may result in disciplinary action, suspension or termination of a student's use of the Chromebook or other district technology resources and may be reported to law enforcement.

C. Ethics/Legal

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.
- Plagiarism (representing someone else's works or ideas as your own), whether from a book, another student's paper, the Internet, or other source, is dishonest. Students shall not copy or reproduce the work or material of another unless expressly permitted. If use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- Use or possession of hacking software is strictly prohibited.
- Possession or transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening, obscene, or pornographic material or material that is harmful to minors, and computer viruses.
- Violation of applicable state or federal law may result in disciplinary action by the District, and Newton ISD may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

D. Security

Various security measures are used on Newton ISD Chromebooks. Security measures are not only used to protect Newton ISD assets, but measures are also taken to protect Newton ISD students. Security is in place on each system to prevent certain activities and certain types of downloads (including extensions and apps). There are also built in layers of protection against malware and security attacks on the Chromebook.

E. Filtering

Internet filtering software automatically filters all access to the Internet through district technology resources. While at home, Internet content will continue to be filtered while students are logged in to their Newton ISD GSFE account on the Chromebooks or any other device, including non-NISD devices, to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home.

Any attempt to disable a filter will result in disciplinary consequences.

*****Students who log in to their Newton ISD GSFE account on a non-Newton ISD device will continue to be filtered and monitored as long as they are logged in. Students must log out of their Newton ISD GSFE account before others use the non-Newton ISD device to ensure that their Internet use will not continue to be filtered and monitored.*

F.   Online Resources
Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers. These tools may include G Suite for Education (GSFE), various websites, on-line educational resources and programs. Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents/guardians, relatives, and in some circumstances, other Internet users around the world.

G.   Internet Access at Home
Newton ISD is not responsible for providing Internet access outside of designated Newton ISD facilities. In order to access the Internet from home, you must have an Internet service provider. If you have an existing wireless access point, the Chromebook can join your home wireless network.

H.   Returning Items
The Chromebook and all peripheral items, such as the power adapter, and battery are required to be returned at the request of the District, the end of the school year or when a student transfers/withdraws from Newton ISD. Failure to return the Chromebook or any peripheral item may result in a hold being placed on a student's records. If a student has a hold placed on them due to not returning the Chromebook or a peripheral item, they may return the Chromebook or peripheral item or pay the replacement cost to clear the hold.

I.   Contesting Charges
Charges will be assessed to students when a Chromebook is not covered under ALDP or a peripheral item collected is damaged. Damaged items are available for a parent to review for one week after the student has transferred/withdrawn or the school year ends (whichever is earlier). After that, the damaged items will be repaired, destroyed, or disposed of properly and there will not be an avenue for the parent to contest the damage. Should a parent wish to contest charges, they are required to follow the grievance policy contained in Board Policy FNG. Board Policy FNG may be found at: https://pol.tasb.org/Policy/Code/938?filter=FNG.

All damaged Chromebooks and other peripheral items will be retained by Newton ISD.

J.   Repair Downtime

Newton ISD is committed to student use of technology to aid academic success. When a student's Chromebook is being repaired, a replacement Chromebook or peripheral item may be issued, if available. The policies outlined in this handbook also apply to replacement Chromebooks and peripheral items. A replacement Chromebook or peripheral item may not be provided if the damage or loss is determined to be intentional or the result of gross negligence.

K.   G Suite for Education (GSFE)

Students will receive access to G Suite for Education (GSFE) through individual, District-provided GSFE accounts. GSFE is a suite of products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents in a cloud environment. Access to these documents and files is available from any device that has access to the Internet. Use of GSFE may require the collection of students' personal information for the purpose of providing GSFE services to Newton ISD and its students. Google's information practices regarding GSFE may be found at: https://www.google.com/edu/trust.

L.   General Disclaimer

PLEASE NOTE THAT NEWTON ISD MAKES NO REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES, EXPRESS OR IMPLIED, REGARDING THE CONDITION, OPERATION, OR FITNESS OF ANY DISTRICT TECHNOLOGY RESOURCES, AND NEWTON ISD EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES. WITHOUT LIMITING THE FOREGOING, NEWTON ISD DOES NOT WARRANT THAT DISTRICT TECHNOLOGY RESOURCES (OR USE OF SUCH RESOURCES) WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF LATENCY OR DELAY, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL MEET ANY STUDENT'S OR PARENT'S NEEDS OR REQUIREMENTS, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL PREVENT UNAUTHORIZED ACCESS BY THIRD PARTIES.

1:1 Program Definitions

One-to-One (also abbreviated 1:1): program where the ratio of students to computers is one to one. In Newton this program is in place for students in grades 3-12.

Acceptable Condition (*see*** 19 TAC § 66.1310):** Electronic instructional materials are considered to be in acceptable condition if: (1) all components or applications that are a part of the electronic instructional materials are returned; (2) the electronic instructional materials perform as they did when they were new; (3) the electronic instructional materials do not contain computer code (e.g., bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and (4) the electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the district. Technological equipment is considered to be in acceptable condition if: (1) the equipment is returned with the software and hardware in their original condition unless the district authorized changes; and (2) the physical condition of the equipment is fully usable as it was originally intended to be used.

Products We Use

App: Application, or App, is a program that is installed on a Chromebook.
Extension: an add-on component that enhances the Chrome browser.
G Suite for Education (GSFE): the set of applications that students will use on their Chromebook. Each student will receive a Newton ISD issued GSFE account.
A variety of educational websites, applications and programs will be utilized for online learning.

Hardware

Accidental Loss/Damage Protection (ALDP): a plan purchased through Newton ISD by parents/guardians to cover certain loss or damage to their Chromebooks.
Peripheral Items: power adapter, internal batteries, and other NISD-issued components or accessories used with the Chromebook.
Power Adapter: each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for paying the cost of replacing it.
Touch Screen: allows you to use your finger and gestures to control your Chromebook.

Newton Independent School District

Student Acceptable Use Policy for Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use District-provided computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, the NISD network, and the Internet. In general, this requires efficient, ethical, and legal utilization of all District technology resources.

NISD reserves the right to monitor all use of District technology resources to ensure compliance with this policy and all associated policies.

All use of District technology resources must comply with Board Policy CQ (Legal) and (LOCAL), the NISD Student Handbook and Student Code of Conduct, and this Acceptable Use Policy. Access to District technology resources is a privilege, not a right. Violation of this Policy may result in loss of privileges and/or disciplinary action. The length of time for loss of privileges will be determined by campus administrators and/or other staff members. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

1. **Expectations**
   a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is an integral part of the instructional program directed by teachers. Technology resources are to be used for learning.
   b. All users are expected to follow existing copyright laws. Copyright guidelines may be found at https://www.copyright.gov/fls/fl102.html.
   c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
   d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with others.
   e. Students are responsible for maintaining password confidentiality. The District may require passwords to be changed on a regular basis.
   f. Students will be held responsible for the proper use of District technology resources and the District may revoke a student's access at any time.
   g. All student work created using District technology resources remains the property of students. See Board Policy CY (LOCAL) for additional information.

h. If a student accesses an inappropriate website, or observes others doing so, they are to immediately notify their teacher or a campus administrator.

2. **Unacceptable conduct includes but is not limited to the following:**
   a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
   b. Using the network for financial or commercial gain, advertising, or political campaign or electioneering activities.
   c. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
   d. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
   e. Gaining unauthorized access anywhere on the network.
   f. Invading the privacy of other individuals.
   g. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
   h. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
   i. Posting unlawful or inappropriate messages or information on district-provided and/or district-supported technology resources.
   j. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages. This prohibition applies to conduct on and off school property, whether the equipment used to send such messages is district-provided or personally owned, if it results in substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, will be subject to disciplinary action, and may in certain circumstances be reported to law enforcement.
   k. Falsifying permission and/or authorization of identification documents.
   l. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
   m. Knowingly placing a computer virus on a computer or network.
   n. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
   o. Accessing or using proxy servers or software to bypass District filters.
   p. Purposefully accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal is prohibited.

3. **Network Etiquette**
   a. Be polite.
   b. Use appropriate language.
   c. Do not reveal personal data (i.e. home address, phone number, or phone numbers of other

people) or arrange any face-to-face meetings with persons online.

d. Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.

4. Internet

a. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Online Privacy Protection Act (COPPA). The District makes every effort to limit access to objectionable material; however, controlling all such materials on the Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting. Should a student access this type of material, they are to report it to their teacher or a campus administrator immediately.

5. Email and Online Communication Tools

a. Email transmissions and all other online communications, as well as stored or transmitted data, or any other use of district-provided technology resources by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.

b. All email and online communications generated using NISD technology resources are the property of the District. Students may have no expectation of privacy in any information stored on NISD's network, transmitted or accessed from NISD's network, or used within NISD's network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this policy and applicable law.

6. Use of Social Networking/Digital Tools

a. Student may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). Tools such as these are hosted on the Internet, making some of the students' work and/or other information relating to students visible to parents/guardians/relatives, and in some circumstances, other Internet users around the world.

b. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other district-approved digital tools. Teachers who use digital learning tools in their classrooms will monitor student actions to ensure compliance with the Student Code of Conduct/Handbook.

7. Limited personal use shall be permitted if the use:

a.   Imposes no tangible cost to the District; and

b.   Does not unduly burden the District's technology or network resources.

CONSEQUENCES FOR INAPPROPRIATE USE

Noncompliance with this Student Acceptable Use Policy may result in loss of privileges and/or disciplinary action. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, with respect to any services it is providing and is not responsible for any damages suffered by users. This includes loss of data or software resulting from re-imaging, repair process, delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence or user errors or omissions. In the process of protecting the District network, NISD cannot guarantee the confidentiality of information. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. The District is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's network/Internet/electronic communications systems.

Student Acceptable Use Policy for Technology Resources Agreement

I have read the Student Acceptable Use Policy for NISD. I agree to follow the rules contained in that policy. I understand that my/my student's use of the District's technology resources is not private and that the District will monitor my/my student's activity. I understand that violations of the Acceptable Use Policy can result in disciplinary action.

Student's Printed Name _____

Student's Signature_____

Student's ID#_____

Parent's Printed Name _____

Parent's Signature _____

Date _____

NISD Chromebook
Student/Parent Agreement Form 2022-2023
Appendix II

I have read the terms set forth in the Newton ISD Student Chromebook Handbook. I understand and will comply with all of the conditions outlined within. Parents, please read and _initial_ the following:

_____ I understand that my student must report any needed repairs, loss, or damage to the Chromebook or any peripheral items within 2 school days from time of occurrence, otherwise I may be liable for any cost incurred by the district to repair or replace the Chromebook or peripheral items.

_____ I have received and understand that I am bound by the terms and conditions stated in the 2020-2021 Newton ISD Student Chromebook Handbook.

_____ I understand that if I fail to return the Chromebook or any peripheral items at the District's request, end of the school year or upon transfer or withdrawal from Newton ISD, district records may be withheld and I may be reported to law enforcement.

_____ I understand that the Chromebook and all peripheral items must be maintained and returned to Newton ISD in Acceptable Condition (as that term is defined in the Newton ISD Student Chromebook Handbook).

Please initial _one_ (1) of the following options:

_____ I am purchasing the Accidental Loss/Damage Protection (ALDP) Coverage for $25.00. I understand that ALDP **covers up to three (3) incidents** of accidental loss or damage to the _Chromebook, only,_ per year. I further understand that ALDP does not cover: (a) loss/damage that is either intentional or the result of gross negligence; (b) loss/damage in excess of three (3) incidents per year; or (c) any loss/damage to peripheral items, such as a charger/power adapter and battery. **I will assume full responsibility for all repair or replacement costs that are not covered by ALDP.**

_____ I choose **not** to purchase the Accidental/Loss Damage Protection and will assume full responsibility for the costs associated with repair and replacement of the Chromebook and all peripheral items.

_____ _____   _____
Date   Grade   Student ID #

_____   _____
Student Name (Please Print)   Student Signature

_____   _____
Parent/Guardian Name (Please Print)   Parent/Guardian Signature