

PAWNEE PUBLIC SCHOOLS

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Internet Guidelines & Chromebook/Laptop/Desktop Usage Policy

Overall Goal:

Pawnee Public Schools (PPS) is pleased to provide Chromebook laptop computers to students for their educational use. School district provided laptops allow PPS students to develop the skills, understandings and knowledge to utilize information technology, the Internet and to exercise individual responsibility. The PPS teachers and administration trust each student will assume personal responsibility to make wise decisions as each uses the Chromebook. A student makes wise choices when he/she:

1. Recognizes that the Chromebook is provided principally for furthering academic achievement
2. Remembers that taking care of the equipment ensures continued use of this educational tool
3. Acts as a responsible member of a learning community that shares PPS resources
4. Accepts that inappropriate use of and/or damage to the Chromebook will result in disciplinary action, and potential financial penalty.

Expected student uses:

1. Research on the Internet according to teacher-defined parameters
2. Open-ended Internet research
3. Word processing
4. Transfer of assignments or related material via paperless systems (Pinpoint, Internet or network) to/from teacher or other students in the classroom
5. Organization of academic materials using Google organizing software
6. Creation of project and educational materials demonstrating understanding of the content being taught in the class
7. Connecting, communicating and collaborating on educational projects
8. Educational Apps

Additional Goals:

1. To increase timely access to informational and educational resources for the students and staff served by PPS
2. To increase access to and appropriate use of the growing body of digital information and tools.
3. To provide increased life-long learning opportunities for PPS students

To effectively fulfill our district's educational goals and objectives, the following procedures have been developed based on PPS policies. Policies and procedures are reviewed and subject to change at any time. Appropriate notification will be issued as procedures are updated.

The following procedures apply to the use of equipment and Internet access, while on PPS property.

General Provisions:

1. PPS is the sole owner of the Chromebooks and all associated equipment. The school district lends the equipment to district students for the purpose of expanding the educational process. This is the primary intent for Chromebook computer use. Each student is responsible for the proper care and maintenance of the school

district's property. Chromebook computers are provided in order to complete and support the curriculum set forth by PPS.

2. It is the expectation of PPS that every student K-12th grades will participate in the use of Chromebook computers.
3. The student is responsible for following all School rules for appropriate Chromebook computer use.
4. Students are responsible for upholding PPS policies and procedures governing the use of school equipment. No modifications of any kind to any of the software or hardware are permitted.
5. Only school district provided Chromebooks are permitted in PPS – no exceptions

Expectations and Procedures:

1. The Chromebooks do not leave the classrooms (and definitely not the building. The students will not take them home).
2. Teachers are responsible for the Chromebooks in their classroom – make sure the students do not damage or steal them.
3. Students will get to use the Chromebooks in the class, and properly return them to their assigned slot in the cart. The students will have access to Chromebooks in the classroom and all their data will be stored online.
4. Students are responsible for carefully managing battery use during the day. Fully charged batteries are designed to last for a full school day. Chromebooks will be placed in the cart and charging when not in use.
5. Classes may require formal use of Chromebooks or will provide informal opportunities to use the technology. Chromebooks will be available for use at the teacher's discretion.
6. Chromebook computers assigned to students are strictly for student use. Students may not loan their equipment to others.
7. PPS equipment must be properly stored, cared for and maintained. Each computer will be labeled and assigned a slot within the cart. Students will be responsible for returning the computer they are assigned and carefully and properly placing the computer within the cart, ensuring that it is secure.
8. Students **MUST** report any damage to the Chromebook/Laptop/Desktop immediately. An investigation will take place to determine whom is responsible for the damages. Failure to report damages may result in disciplinary and punitive damages.
9. The students cannot load any software on them and they are controlled by the IT Department as to what they can do to them. **"STUDENTS MAY NOT RESET CHROMEBOOKS."** Any issues must be reported to the IT Department to address.
10. The classroom teacher must ensure that the Chromebooks are used properly and handled with care. Any technical issues must be addressed to the IT Department. Any vandalism or theft must be reported to School Administration immediately.
11. Students must keep all data and files in their Google Apps for education account. Any data or files downloaded to the Chromebooks are automatically erased each day. **Failure to back up work will not be accepted as an excuse for late or missing work.**
12. The Internet services are to be used for acceptable educational use only. If inappropriate sites are inadvertently contacted, they should be reported to the classroom teacher immediately or possibly face disciplinary action. All sites visited are recorded on the student's history of use and are monitored.
13. PPS equipment, software and connection to the Internet may not be used for commercial purposes.
14. Students should refer technical problems to the classroom teacher immediately. The teachers will need to e-mail Mrs. Valerie Young and provide her with the Chromebook number, as well as information regarding the technical issue.

Chromebook Deployment Guide:

1. Each Chromebook will be numbered and assigned a slot in the cart
2. Students get assigned Chromebook by number and always use the one assigned to them
3. Student "adds user" and enters their Google Apps account info
4. There should be no more than 6-7 users per device on start screen
5. If a student does not have a Google Apps account, notify Mrs. Valerie Young and the student can "browse as guest" until account is set up

6. Keep the cart plugged in at all times
7. Keep the cart locked when not using Chromebooks, keep key secure, keep wheel locks locked
8. Use caution when plugging and unplugging Chromebooks to power cords
9. Use caution and do not tangle cables and wires

Internet Safety: Illegal, Inappropriate and Prohibited Activities

The following are strictly prohibited and subject to disciplinary action:

Computer Access:

1. Attempting to gain unauthorized access to any computer system or to go beyond authorized access.
2. Attempting to disrupt a computer, a network, PPS computer system, Internet services by either destroying data or by spreading computer viruses or by any other means.
3. Using the school district's computer systems and Internet access to engage in any illegal act.
4. Loading software, hardware or additional plug-ins not purchased, provided or approved by PPS. Any student caught with illegal software loaded on a PPS device or caught attempting to load software or devices will be required to pay the cost of hiring a technician to remove the software from the student computer, and may face disciplinary or legal proceedings.
5. Removing, tampering with, or damaging a PPS device hard drive.

Information Access:

1. Accessing material that is profane or obscene, or that advocates illegal acts, violence or discrimination. (If students mistakenly access inappropriate information, they should inform a teacher immediately to protect themselves against a claim of violation of this policy).
2. Interception or attempting to intercept communications by parties not intended to receive the information.
3. Accessing, possessing or distributing confidential or private information designated as such by PPS policy or law.
4. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card and social security numbers.

Language, Messages, Personal Information and Safety:

1. Using PPS computers or networks to post obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in public or private messages or material.
2. Posting information that could cause danger or disruption, or pose risk to personal safety.
3. Engaging in personal attacks, including prejudicial or discriminatory remarks, or harassment.
4. Posting personal information or photos on the Internet about one's self or others.
5. Sharing passwords or account information with others.

Cyber Bullying:

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

1. Sending mean or threatening messages via technology
2. Spreading rumors about others through technology
3. Creating a Web site through a social-networking account that targets another student or other person(s).
4. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
5. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Pawnee Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators

and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Plagiarism and Copyright Infringement:

Students must respect the rights of copyright owners. Questions regarding copyright laws should be directed to school librarians or other school authority. Teachers will provide instruction on how they want Internet sources to be cited. When material is copied from the Internet, the best procedure is to **always** identify the source. Copying and pasting is not a problem, but failing to identify the source is. **PPS teachers use a software program to check student work for plagiarism.**

Rights and Limitations:

1. Internet access, via PPS locally or remotely, is considered a limited forum similar to a school newspaper; therefore, the school district may restrict any user's speech.
2. There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the PPS Chromebook computers or other computer system. Teachers and/or school district administration may conduct an individual search of a student's computer files, email or other related items.
3. PPS will cooperate with local, state or federal officials in any investigation related to suspected illegal activities conducted through PPS systems. Any discipline that may be imposed will be in accordance with PPS policy. PPS reserves the right to place restrictions on the use of internet accounts and computer systems to involve law enforcement officials and to file charges if warranted.
4. Penalties may be imposed including, but not limited to, loss of Chromebook computer system access, suspension, and expulsion. Individuals may be held criminally and/or civilly liable for their misconduct.

Maintenance and Appropriate Handling:

1. Do NOT force anything into the ports and slots on the side of the Chromebook computers
2. Do NOT jerk, drop or slam closed the cover of the Chromebook computer
3. Do NOT carry/hold your Chromebook computer by its cover
4. Do NOT put the Chromebook computer on the floor or on any unstable surface
5. Do NOT leave your Chromebook computer unattended
6. Do NOT throw the Chromebook computer or mistreat
7. Do NOT place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks)
8. No food or drink allowed near Chromebooks

Loss, Damage and/or Theft Procedures:

The Chromebook laptop is expensive and valuable. Therefore, it is the student's and teacher's responsibility, and they are expected to take care of the Chromebooks and ensure they are being used appropriately and handled safely. Students should not leave their assigned Chromebook unattended or unsecured. The damage or loss of the Chromebook computer is the responsibility of the student. If the Chromebook computer is lost, stolen or damaged, Student must report this to the teacher of the class immediately and complete a report. If the Chromebook computer is stolen a policy report is required. Penalties may be imposed on loss or damage, including: D-Hall, suspension and/or restitution. Individuals may be held criminally and/or civilly liable for their misconduct. If a Chromebook is damaged or lost, the student and/or parent(s) are expected to pay for the repair of or the full replacement value of the equipment (up to \$ 500.00) to Pawnee Public School (PPS).

Additional information and procedures will be presented as they are developed and provided in instruction to students during the school year.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees
Policy EFBC, Computer Use
Policy EFEA, Using Copyrighted Materials

REFERENCE: Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended by section 513 of PL 93-568, codified at 20 U.S.C. 1232g).
Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g), parent and student privacy and other rights with respect to education records, as amended 11/21/96.
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.

Internet Access Conduct Agreement &
Chromebook/Laptop/Desktop Computer Usage Agreement

I will take full responsibility for the care and use Pawnee Public School's computers and will pay for all repairs or replacement due to my negligence, loss, damage or theft. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

Student's Name (Print): _____

Signature: _____

Date: _____

The student and parent(s) agree that Pawnee Public School's Computers are to be used for only school education purposes and in accordance with the Pawnee Board of Education Internet Guidelines & Chromebook/Laptop/Desktop Usage Policy. If the student fails to use any computer as provided by this agreement, the student and/or parent(s) will be responsible for all repairs or the full replacement cost and official records will not be released until receipt of such funds. As the parent or legal guardian of the above student, I have read, understand and agree that my child shall comply with the terms of the school district's Internet Guidelines & Computer Usage Policy. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's use of his or her access to such networks and/or his or her violation of the foregoing policy.

Parent's Name (Print): _____ Student's Name (Print): _____

Signature: _____ Signature: _____

Date: _____ Date: _____

This agreement is valid for the 2017-18 school year only.