

Elba Public Schools

Internet and School Device Policy and Usage Handbook

2020-2021

The policies, procedures, and information within this document apply to Internet and School Devices used at Elba Public Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

*From here forward the word '**chromebooks**' will be related to chromebooks and ipads.

*Teachers may set additional requirements for Internet and School Device use in their classroom.

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Receiving Your Chromebook

1. Parent/Guardian Orientation
A parent/guardian is required to attend an orientation and sign the Elba Public Schools Internet & School Device Agreement before a Chromebook can be issued to their student.
2. Distribution
Students in grades 7-12 will receive their Chromebooks during the registration. Students and parents must sign the EPS Student Internet & School Device Policy before they receive their Chromebook.
3. Students in the grades 7-12 will keep the same Chromebook throughout their time at Elba Public school years.
4. Transfer/New Student Distribution
All transfers/new students will be able to pick up their Chromebook from the Elba Public Schools registration dates. Both students and a parent/guardian must go through the policy handbook and sign the Elba Public Schools Internet and School Device Agreement prior to picking up a Chromebook. An appointment will need to be set up with technology staff if not able to come to registration dates.
5. Please note, it is the responsibility of the student to bring their Chromebooks every day to class. It is also the student's responsibility to bring the Chromebook fully charged at the beginning of each school day.

Returning Your Chromebook

1. End of Year

At the end of the school year, students will turn in their Chromebooks. There will also be a charge for any missing peripheral equipment such as the case or power supply. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Howard County Sheriff's Office.

1. Identification and inventory labels/tags have been placed on the Chromebooks. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. If damage is intentional, the incident may result in a fine based on damage done.
2. A dirty machine (stickers/markers) will be assessed at \$15 cleaning fee.
3. A missing or damaged cord is the responsibility of the student. Students will be charged \$25 in order to purchase a replacement cord.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Elba Public Schools must turn in their Chromebooks and chargers to the Technology Coordinator on their last day of attendance. Failure to turn in these items will result in the student being charged the full replacement cost for each item missing. Unpaid fines and fees of students leaving Elba Public Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Howard County Sheriff's Office.

Training

- Students will receive training provided by Elba Public School staff to address care and usage of the Chromebook, Google Drive, Google Apps, digital citizenship, and respectful, responsible, and ethical use of the Internet and digital tools.

Usage Fee

- A Usage fee will be charged to each student prior to the deployment of the Chromebook. The usage cost is \$15.00 annually for each Chromebook.

Incident Fees:

This policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Elba Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse based on the following guidelines.

- An incident fee can/will be charged per incident in relation specifically to each individual incident.

★ Type1=\$0 free general wear and tear, not specific to significant device damage.

★ Type2= Students pay replacement costs

- Incident #1
 - Screen - 50% of the cost
 - Keyboard/touchpad - 50% of the cost
 - Power cord - \$25.00
 - Chromebook - \$400
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$425
- Incident #2
 - Screen - 75% of the cost
 - Keyboard/touchpad - 75% of the cost
 - Power cord - \$25.00
 - Chromebook - \$400
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$425
- Incident #3 or more
 - Screen - 100% of the cost
 - Keyboard/touchpad - 100% of the cost
 - Power cord - \$25.00
 - Chromebook - \$400
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$425

(Frequent incidences may result in disciplinary action.)

Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Coordinator as soon as possible. If a loaner Chromebook is needed, one will be issued to the student, at the discretion of administration, and for use within the school day until their Chromebook can be repaired or replaced.
- If students with a replacement device need to complete homework on their device, but don't have an equivalent at home, the student will be required to complete the assignment before or after school.
- Students are responsible for bringing the device to school each day fully charged.
- Device must remain clean and clear of any stickers, adhesive, marker, or anything that may deface the device.

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted and removed carefully into/from the Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Do NOT leave them outside or in your vehicles.
- Always bring your Chromebook to room temperature prior to turning it on.

Disciplinary Action Plan

Consequences for any misuse of the Chromebook or Internet privileges will be:

- First Offense: restricted use until student completes a 1/2 hour STOPiT Class.
- Second Offense: Student completes an additional 1/2 hour STOPiT class. Restricted use to school hours only for 1 week.
- Third Offense: extended restricted access for school hours only

**After the third offense, student loses Chromebook for the remainder of the school year.

STOPiT Class: STOPiT Class is a offense based class that teaches students the appropriate use of digital media with digital citizenship integration.

- The administration retains the right to suspend the student's Chromebook for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the Chromebook for the remainder of the semester or school year. Suspension days are school days. All Elementary School, Middle School and High School Student Handbook procedures will apply.

- Elba Public Schools is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.
- A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the Chromebook network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by, or related to, the inappropriate use of the Chrome network.

Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

- Students are expected to bring a **fully charged** Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Failure to do so will result in disciplinary action.
- Unattended Chromebook or charger that is brought to the office will result in a \$1.00 fee to get it back for student use.

If a student does not bring his/her Chromebook to school:

- A student may stop at the Technology Coordinators classroom and check out a loaner for the day, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the respective staff before the end of each school day.
- If a loaner is not turned in by the end of each day, a report will be filed with the Principal and the principal will work on retrieving the loaner. Disciplinary action may apply.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home for Type 1 incidences/damage only.
- Chromebooks on loan to students having their devices repaired for Type 2 incidences/damage will not be allowed to take loaner devices home. These loaner devices will only be allowed for use within the school day.
- If students with a loaned device need to complete homework on their device, but don't have an equivalent at home, the student will be required to complete the assignment before or after school.
- The Technology Coordinator will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Chromebooks must be brought to school each day with a **full charge**.
- Students should charge their Chromebooks at home every evening with the cords provided. Charging cords should remain at home.

Personalizing the Chromebook

- Chromebooks must remain free of any additional decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done by staff at any time.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used during the school day for lessons only at the discretion of the teachers.

Printing

- Printers will not be set up on the Chromebooks. If printing is required for class, students can log into a desktop designated for printing with in each location.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@elbaps.org) account.
- Students should never share their account passwords with others. In the event of a compromised account Elba Public Schools Technology Department reserves the right to disable your account.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school.

- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Elba Public Schools Acceptable Use Policy, Administrative Procedures, Acceptable Use of Technology Agreement, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).
- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school.

Inspection

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use.
- The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education (Elba Public School Accounts)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites and Gmail.
- All work is stored within Google Drive.
- If additional storage is required, the students may utilize a flash drive or a portable hard drive of their own.

Additional Apps and Extensions

- Students are able to install additional apps and extensions on their Chromebook as long as they are appropriate for school use, and are subject to administrator discretion.

Repairing or Replacing Your Chromebook

- All Chromebooks in need of repair must be brought to the Technology Coordinator as soon as possible.
- All repair work must be reported to the Elba Public Schools Technology Coordinator.
- For student assigned charge for repairs see Incident Fees section of this policy.

Theft or Loss of Your Chromebook

- The Elba Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Chromebook Technical Support

- Elba Public School High School Technology Coordinator will be the final point of contact for repair of the Chromebooks. Services provided include:
 - Password Identification
 - User account support
 - Distribution of replacement Chromebooks
 - Hardware maintenance and repair
 - Operating System or software configuration support
 - Restoring Chromebook to factory default
 - Appropriate Uses and Digital Citizenship
- School issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.

- If students need to sign up for specific services on their device, they should ALWAYS use their @elbaps.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
 - Respect Yourself
 - I will show respect for myself through my actions.
 - I will select online names that are appropriate.
 - I will use caution with the information, images, and other media that I post online.
 - I will carefully consider what personal information about my life, experiences, or relationships I post.
 - I will not be obscene.
 - I will act with integrity.
 - Protect Yourself.
 - I will ensure that the information, images, and materials I post online will not put me at risk.
 - I will not publish my personal details, contact details, or a schedule of my activities.
 - I will report any attacks or inappropriate behavior directed at me while online.
 - I will protect passwords, accounts, and resources.
 - Respect Others
 - I will show respect to others.
 - I will not use electronic mediums to antagonize, bully, harass, or stalk people.
 - I will show respect for other people in my choice of websites
 - I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
 - Protect Others
 - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
 - I will avoid unacceptable materials and conversations.
 - Respect Intellectual property.
 - I will request permission to use copyrighted or otherwise protected materials.
 - I will suitably cite all use of websites, books, media, etc.
 - I will acknowledge all primary sources.
 - I will validate information.
 - I will use and abide by the fair use rules.
 - Protect Intellectual Property
 - I will request to use the software and media others produce.
 - I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
 - I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

INTERNET SAFETY AND ACCEPTABLE USE POLICY

A. Internet Safety Policy

It is the policy of the Elba Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be

responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following norm& public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict an communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses. The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an email related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).

2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

5. Users shall not copy, change, or transfer any software without permission from the network administrators.

6. Users 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 a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.

8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is

subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration

and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions) Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Policy No.: 606.04

Adopted: 07-13-2015

Reviewed:

TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economic ways to utilize instructional television, audiovisual materials, computers, Promethium Board, iPads, and other technological advances as a part of the curriculum.

It shall be the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent shall report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Elba Public Schools
Addition to Teacher Code of Conduct
Appendix "1"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Elba Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Elba Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Elba Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Elba Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Elba Public Schools, any of its employees, or any institution providing network access to Elba Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____

Date: _____

This form will be retained on file
by authorized faculty designee for duration of applicable
computer/network/Internet use.

Elba Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Elba Public Schools community understand and agree to these rules of conduct, Elba Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Elba Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Elba Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Elba Public Schools, any of its employees, or any institution providing network access to Elba Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____

Date _____

This form will be retained on file
by authorized faculty designee for duration of applicable
computer/network/Internet use.

Elba Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Elba Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Elba Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Elba Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Elba Public Schools, any of its employees, or any institution providing network access to Elba Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____

Date: _____

This form will be retained on file
by authorized faculty designee for duration of applicable
computer/network/Internet use.

CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

Elba Public Schools Chromebook Policy and Usage Handbook is available on the Elba Public Schools website at www.elbaps.org.

Elba Public Schools Student Acceptable Use of Technology Policy is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Elba Public Schools Policy regarding the use of computers and the Internet in the Elba Public Schools District. Your signature also states that you authorize Elba Public Schools to create and utilize “cloud services” accounts that will be under the control of Elba Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to EPS.)

Elba Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct. Elba Public Schools insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Elba Public staff will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Intended Use

(initial) _____ The device checked out to me is to be used in support of school related activities. The device must accompany me each day school is in session.

(initial) _____ Any software installed on the computer must be licensed by the district. The license agreement of installed “free” software must allow it to be free for educational organizations, not personal use.

(initial) _____ I recognize that, as part of my handbook acceptance form, I have already agreed to comply with the school Student Internet and Computer Access Policy and the Chromebook Policy & Usage Handbook. Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

Elba Public Schools Internet Use, Safety, and Computer Use Policy

- Elba Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.
- Administration reserves the right to refuse access to the Internet by Elba Public Schools to anyone when it is deemed necessary in the public interest.
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Student Signature Date

Parent/Guardian Signature Date