

IV.C.8. Acceptable Use Policy: Computer, Technology, Internet and Google for Students

Instruction - Instructional Resources and Materials

The use of these systems is intended for educational use only. Use of these systems for any other reason is prohibited. All information transmitted, received or stored using these systems is the property of the East Providence School District. The East Providence School District management reserves the right to monitor its systems and the content, including all emails. You should not have an expectation that the information in the system, or in any system at the East Providence School District or at all connected to the East Providence School District is confidential or private. If things are not stored properly in Google Drive (the only EPSD Approved cloud storage platform) there is no guarantee that students will retain their data.

You may not use our systems in any way that may be seen as offensive, harmful, insulting or disruptive. You may not use the systems to (cyberbully): send derogatory, threatening, insulting or harassing remarks, sexually explicit messages, cartoons, jokes or other potentially offensive material; access pornography or other offensive sites; gain access to others computers; steal computer files, or to damage in any way the East Providence School District systems or any other system or computer; or junk mail, or other documents not related to business.

The East Providence School District reserves the right to restrict website access either through content filtering or written notice. If you feel a website should not be blocked, speak with your teacher and they will reach out to EPSD IT.

Computer software on the East Providence School District systems may not be downloaded, copied, reproduced, altered or used by any student without prior authorization. The violation of copyright laws may result in a fine and imprisonment and other disciplinary action. The East Providence School District will cooperate with software vendors in prosecuting those who violate copyright. The East Providence School District prohibits the use of any "pirated" or "bootleg" software on its systems.

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There is no wifi network provided for student personal device use. All devices used by students for educational purposes must be issued by EPSD, and when needed will be provided internet access by EPSD IT.

Failure to follow this policy may result in disciplinary action at the discretion of building administration while consulting with the Superintendent's Office.

Receipt of Acceptable Use Policy

I understand and will abide by the Acceptable Use Policy. Should I violate this agreement my access privileges may be revoked and I will be subject to disciplinary action including termination and/or appropriate legal action.

Student Name (Print): _____

Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Signature: _____

Date: _____

The East Providence School District

Chromebook Use and Care Guide

A Resource for Students and Parents/Guardians

1. **Receiving your Chromebook**

a. **Distribution Dates/Times**

Chromebooks will be distributed on the first day of school to new and transferring students. Students moving between grades should already have chromebooks (with the exception of Pre-K - Kindergarten students who will receive their device on the first day of Kindergarten).

b. **Distribution of Chromebooks**

Any Chromebook distributed through inventory reallocation has been inspected by the technology department and condition has been noted.

Students & parent/guardian must sign the *Chromebook Loan agreement* prior to picking up a Chromebook.

2. **Returning Your Chromebook**

a. **End of Year**

At the end of each school year, students will bring their chromebooks home in order to facilitate summer work. There may be situations where on a case by case basis students leave their devices in the building for the summer in the care of their teacher or building administrator. Students will be informed of this by building admins and their teaching staff.

b. **Transferring/Withdraw Students**

Students transferring out of or withdrawing from the East Providence School District must turn in their chromebooks, power supplies and any other equipment issued with the Chromebook by or on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. **Taking care of your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be brought to the Main Office of your school to go through the replacement process as soon as possible. District owned chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. District owned chromebooks should never be repaired by parents/guardians. Students should never leave their chromebooks unattended.

a. **General Precautions**

- No food or drink should be next to chromebooks.
- Cords, cables and removable storage devices must be inserted carefully into chromebooks
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving them in a car overnight during the winter.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing or stickers.
- Heavy objects should never be placed on top of Chromebooks.

b. **Carrying Chromebooks**

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Never slam a Chromebook shut, especially with something on the keyboard.

c. **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.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, ear buds or storage devices).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. **Asset Tags**

- All Chromebooks will be labeled with an East Providence School District asset tag. The asset tag indicates the Chromebook is property of the East Providence School District and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. **Using Your Chromebook at School**

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.

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

- There are a limited number of loaner devices available for distribution. Priority for loaners will be given to students that have devices being repaired. A student is not guaranteed to receive a loaner if they forget their device or forget to charge their device.
- Multiple occurrences of coming to school without one's Chromebook may result in disciplinary action.
- Students that obtain a loaner will be responsible for returning the borrowed device to the school office prior to leaving for the day.
- Loaners should be returned to where the student picked it up each day, unless otherwise directed by the building administrator (with express written permission of EPSD IT).

b. **Chromebooks being repaired**

- Loaner chromebooks may be issued to students when they leave their school issued Chromebook for repair with the Technology Department.
- Chromebooks on loan to students who are having their device repaired may be taken home.
- Students must return loaner devices promptly after receiving notification. Any payments for repairs are also expected to be made at this time.
- The loaner device will be disabled if not returned within five days of notification.

c. **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their chromebooks at home every evening if the device is not being left at school in the charging cart.
- There is a limited amount of charging stations available to students.

d. **Background and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

f. **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There is no printing available for students.
- Students may set up their home printers with the Google Cloud Print solution to print from their chromebooks at home. EPSD IT cannot offer support for personal printing.

g. **Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, including faculty and staff.

h. **Managing and Saving Your Digital Work With a Chromebook**

- All student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. **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 required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the East Providence School District Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Students are responsible for all aspects of network connection and printing outside of school. Students who had a loaner at school that day will leave the loaner (unless they have been put through the Chromebook Replacement Process through EPSD IT by their building administrator or designee and specific permission has been obtained from EPSD IT). Loaner devices will not be able to connect to wifi off campus.

6. **Operating System and Security**

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

a. **Updates**

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

b. **Virus Protection**

- There is no need for additional virus protection.

7. **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 an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

8. **Software**

a. **Google Apps for Education**

- 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 and Forms.
- All work is stored in the cloud.

b. **Chrome Web Apps and Extensions**

- Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Requests for appropriate apps or extensions that may be currently blocked can be submitted to the East Providence School District Technology Department by staff at each school.
- Students are responsible for the web apps and extensions on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. **Chromebook Identification**

a. **Records**

- The District will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

10. **Repairing/Replacing Your Chromebook**

a. **Repairs/Replacements**

- The District shall repair or replace equipment breakages due to manufacturer defect of mechanical breakdown. The cost of all other breakages, accidental or intentional, shall be the responsibility of the student/parent/guardian. These instances shall be reviewed on a case by case basis. The District shall make its best attempt to repair or replace the device at the best possible price.
- Loss or theft of the device is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged full replacement cost.

b. **Optional Insurance**

- Optional insurance through a third party provider shall be made available for students and their families to purchase if they so choose.

11. **Privacy Expectations**

School issued chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. **On Campus Chromebook Use**

- All devices on the school network go through a content filter that prevents students from accessing harmful content. The filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

b. **Off Campus Chromebook Use**

- Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

At no time will any member of the East Providence School District staff have the ability to manipulate the Chromebook in any way. The webcam will never be remotely activated by the East Providence School District.

Remote access to student devices off campus will be limited to the following:

- There is reasonable suspicion that the student has engaged in a specified misconduct and there is reasonable suspicion related to the health and safety of a student.
- Access is necessary to address technological threats to the school computer system or to update or upgrade the device's software.
- A warrant will be obtained if the search is designed to look for evidence of criminal activity.
- The parent has given consent to search on an individualized basis

A physical search of the contents of a student's device will be limited to the same reasons stated to obtain remote access, or for legitimate educationally related reasons.

1. **Appropriate Uses and Digital Citizenship**

School issued chromebooks should be used for educational purposes and students are to adhere to the East Providence School District Responsible Use Policy at all times.

East Providence Public Schools Chromebook Loan Agreement

The East Providence School District has initiated a program to loan each student who is actively enrolled in the East Providence School District a Google Chromebook, as well as related peripherals.

Participation in this program is subject to the following terms and conditions:

- The Chromebook and related peripherals are on loan and remain the property of the East Providence School District.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Chromebook Use. and Care. Guide..*
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- Chromebooks and peripherals must be returned at the time of transfer or withdrawal from the East Providence School District.
- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Chromebook Use. and Care. Guide..*
- The East Providence School District may take disciplinary measures if the Chromebook and peripherals are not returned on or before the return date.
- The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the chromebook and/or peripherals are broken, lost or damaged in cases where the equipment is not covered by insurance. Consideration of fees will be made for students with a financial need.
- The student and parent/guardian agree to pay to replace the device through EPSD sources should the device be damaged, intentionally or accidentally, based on the discretion of EPSD IT.
- Optional insurance is available to cover accidental damage and or mechanical breakdown.

I have read the Acceptable Use Policy and the Chromebook Use and Care Guide, both available on the East Providence School District website at www.epschoolsri.com and agree to abide by the terms and conditions contained within these policies.

STUDENT NAME: _____

YOG: _____

(Please Print)

PARENT/GUARDIAN NAME: _____

(Please Print)

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Please return the completed form to your Principal