

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

Instruction – Instructional Resources and Materials

This policy governs the access and use of all means and methods of communication including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, mobile phone, faxes and the use of the internet, sent by or received by a member of the East Providence School District community (staff, scholar, parents, volunteers, students) using East Providence School District communication and computer systems ("Systems"). This policy also applies to the electronic disclosure of student information, such as names, photos or videos.

The use of these systems is intended for business 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.

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. **You absolutely may not post anywhere online, particularly any social networking site, any name or image or video of an East Providence School District student or former student.**

Photographs and videos will NOT be posted if a student's parent/guardian has signed the appropriate FERPA form to opt out.

Computer software on the East Providence School District systems may not be downloaded, copied reproduced, altered or used by any employee without prior authorization. The violation of copyright laws may result in a fine and imprisonment, as well as termination of employment. 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.

East Providence School Committee
Policy Adopted: March 9, 2021

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You may not store confidential information that includes student, staff, and personal information such as social security numbers, dates of birth, addresses, etc. on storage drives such as flash drives, external portable drives, thumb drives, CDs, cloud or software services not approved.

Access to the East Providence School District communication systems is permitted by using any East Providence School District device or you can access the system with your personal device. If at the schools you may connect your personal device to the **GUEST** data network only to access the communication systems. Any equipment which is brought to school is done so at the risk of the individual. The East Providence School District will not be responsible for any lost, stolen or damaged personal property.

Failure to follow this policy may result in disciplinary action up to and including termination of employment.

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.

Employee Name (Print): _____

Signature: _____ Date: _____

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

Chromebook distribution dates will be established before the start of school. Dates will be communicated through the website and school principals.

Note: If someone is unable to make one of the established distribution dates, chromebooks will be available for pick-up by appointment only. Please coordinate with the school principal.

b. Distribution of Chromebooks

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

c. Transfer/New student Distribution

All transfers, new students or students that miss the summer distribution should go to the school's main office to make arrangements for a chromebook.

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 the school year, students must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the chromebook. Students and asset tags will be referenced with the collected chromebooks. Failure to turn in a 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 case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

b. Transferring/Withdraw Students

Students transferring out of or withdrawing the East Providence School District must turn in their chromebooks, cases 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 case or 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 taken to the Technology Department as soon as possible so that they can be taken care of properly. District owned chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. 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 it 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. Cases

- Each student will be issued a protective case for his/her chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport chromebooks with care and in East Providence School District protective cases.
- Never lift chromebooks by the screen.
- Never carry chromebooks with the screen open.

d. 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, ear buds or storage devices).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. 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.

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.
- 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.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There will be limited printing available in school.
- Students will be able to print from their chromebooks to designated printers. There will be a quota set on the number of pages each student can print in any given year. Students may be set up their home printers with the Google Cloud Print solution to print from their chromebooks at home.

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

- The majority of 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.
- Some files may be stored on the chromebook's hard drive.
- 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.

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.
- 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.

12. 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.
- 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