

# East Carter County R-II School District



## Student Technology Handbook

2023 - 2024

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# Student Device Policy

## Receiving and Returning Your Chromebook

### Receiving Your Chromebook:

All parents/guardians of students receiving chromebooks will be required to either purchase the optional Device Protection Plan for \$20/year, or sign off stating that you are declining the optional Device Protection Plan and will pay in full any damages acquired to the device while in possession of the student, loss or theft, and up to and including full replacement costs of the device, protective case and accessories.

Chromebooks will be distributed to students at the beginning of the school year, and during scheduled dates before the school year starts. Parents will be notified of pickup dates and times beforehand. Parents and Students must sign and return the 1to1 Device Handbook, the Student Pledge document, and the Optional Protection Plan form. These documents will need to be signed and returned during the Chromebook pickup meetings or during student registration.

Each student will receive a Chromebook, protective case, and power adapter.

The device remains the property of the East Carter County R-II School District at all times.

### Returning Your Chromebook:

Individual Chromebooks, cases and power adapters must be returned back to the school at the end of each school year. Any device not returned will be disabled by the school district, which will make the device inoperable.

Students who withdraw, are expelled, or terminate enrollment at the East Carter County R-II School District for any other reason, must return their Chromebook and accessories to the building's Library Media Center or the Technology Department on their last day of attendance. Failure to turn in the Chromebook and accessories may result in the student being charged the full replacement cost. Any damage to the Chromebook and/or accessories will be handled on a case-by-case basis, and will be subject to the replacement cost schedule. Unpaid

finances and fees of students leaving the East Carter County R-II School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency may be filed by the school or school designee. Students' transcripts may also be held until fines are paid in full.

## Taking Care of Your Chromebook

### General Precautions

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center as soon as possible to be evaluated. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced if available.

- No open food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- 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 powered off when not in use to conserve battery life.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Do not store your Chromebook in your vehicle.

***District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.***

### Protective Cases

Each student will be issued a protective case for his/her Chromebook that should ***remain on the Chromebook at all times***. 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.

## Carrying Chromebooks

- Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Never carry Chromebooks with the screen open.

## Screen Care

Chromebook screens can be easily damaged. The screens are sensitive to damage from excessive pressure on the screen.

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not poke the screen.
- 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 papers).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

## 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 the teachers. The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. While at school, students are provided WiFi.

It is recommended that all students take their Chromebook home each night throughout the school year to charge their Chromebooks each and every evening. When fully charged at home, the battery should last throughout the day. The district is not responsible for any data/usage charges incurred by the device, or for configuring Internet/WiFi access at the students home or off campus.

## Chromebook left at home

If a student leaves his or her Chromebook at home:

- The student may also go to the Library Media Center and check out a loaner for the day, provided one is available. A student borrowing a device will be responsible for any damage to or loss of the loaned device, just like it was his/her original device.
- The student who obtained the loaned device must return the device back to the Library Media Center within 5 minutes of the end of the day.
- The student is still responsible for getting the course work completed as if their Chromebook was present.
- The school will document the number of times a loaner is issued to each student for not having their own device and the reason for not having their device. The Principal's office will be notified for those students who have more than 3 occurrences during a semester.
- Students who check out a loaner device for 5 or more concurrent school days will have their assigned device disabled until it is returned to school to verify the student has the device in their possession.

## Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair at the Library Media Center.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was their original school issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up from the Library Media Center when the accident claim is paid and processed. The loaner Chromebook must be returned when the repaired Chromebook is picked up.

- Students will have 3 days from the time their device is reported as being repaired to pick up their device.

## Charging your Chromebook

Chromebooks should be brought to school each day fully charged. Students are expected to charge their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day.

## Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of inappropriate images and/or graphics such as guns, weapons, pornographic materials, inappropriate language, alcohol, drug references or pictures may result in disciplinary actions.
- The East Carter County R-II Administrative staff reserve the right to change a background or theme on a Chromebook at any time for any reason.
- Protect your password. Do not share your password.
- Students enrolling from another school may need to report to the Library Media Specialist or school building office to get their password.

## Sound, Music, Games or Programs

- Sound should be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher.
- All Chrome applications must meet the requirements of the Acceptable Use Policy, Data Governance Policy, FERPA, and COPPA and be approved by the district before use.

## Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers.
- Students may not be able to print directly from their Chromebooks to classroom printers at school.



## Home Internet Access

Students will be able to access the internet at home and anywhere else outside of the district. Students may be prompted to supply a password to access the internet. The school district is not responsible for configuring internet wireless connectivity for Chromebooks at the students home or while off campus.

## Managing and Saving Digital Work

- Students may save work to their Google Drive (cloud based storage medium) via their Chromebook. Google Drive can be accessed by a variety of different platforms with an internet connection (e.g. desktops, laptops, Chromebooks and tablets).
- The Chromebook's hard drive has limited storage capability. Students are encouraged to save files to their Google Drive as much as possible.
- Files left on the hard drives of the Chromebooks will not be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The school district will not be responsible for the loss of any student work.

## Software On Chromebooks

### Originally Installed Software

- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications deemed useful for academic purposes.
- The Chrome OS will automatically install updates when the device is powered down and restarted.
- The extensions/apps originally installed by East Carter County R-II School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- Occasionally, the East Carter County R-II School District will add necessary software and apps to the student's computer.
- Applications that are no longer needed will automatically be removed by the school.

## Additional Software and Restricted Apps

- Students are unable to install additional software on the Chromebook other than what has been approved by the East Carter County R-II School District.
- Students are allowed to load extra extensions/apps on their Chromebook that are pre-approved through the school district's custom Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the Chromebook using the official school approved email address.

## Virus Protection

Virus protection is built into the chromebook.

## Inspections

- Students may be selected at random to provide their Chromebook for inspections.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content may be subject to disciplinary action.

## Restoring the Chromebook

- If technical difficulties occur, the Chromebook may be restored to its original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image of the device.
- All data stored on the hard drive of the Chromebook will be removed if the device has to be restored to its original settings.

## Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.

- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

## Acceptable Use

### General Guidelines:

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the East Carter County R-II School District.
- Access to the East Carter County R-II School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules may result in the loss of privileges, as well as other disciplinary action as defined by the East Carter R-II Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the Director of Technology and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies outlined in the Chromebook 1:1 Handbook.

### Privacy and Safety:

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for

school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks during school hours only for educational purposes and to keep students on track with their assignments.

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, identifiable information, credit card numbers, passwords or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

#### Legal Property:

- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the East Carter County R-II School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to East Carter County R-II School District Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

#### Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the East Carter County R-II School District. The network is heavily monitored by the district's

technology department and is subject to filtering of inappropriate content or websites not of educational value.

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- District issued student email accounts will only be able to communicate with other East Carter County R-II School District students and staff.

### Consequences:

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the Chromebook 1:1 Handbook or the East Carter R-II Network Usage Policy may result in disciplinary action as outlined by the discipline code and/or other school policies for the year.

## Protecting and Storing your Chromebook

### Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the East Carter County R-II School District. Chromebooks can be identified in the following ways:

- Record of serial number
- East Carter County R-II School District etching on the Chromebook
- Student Identification number
- Student ID card in the pocket of the Chromebook case
- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

### Storing Your Chromebook:

- When students are not using their Chromebook, they should store them in their locked locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

### Chromebooks Left in Unsupervised Areas:

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center, Technology Department or the office and may result in disciplinary action.

## Repairing/Replacing Your Chromebook

### Manufacturer Warranty:

- Chromebooks include a one year hardware warranty from the manufacturer.
- The manufacturer warrants the Chromebook to be free from defects in materials and workmanship.
- The manufacturer warranty covers normal use, mechanical breakdown, and faulty construction. The manufacturer will provide repair to the Chromebook inside the scope of this warranty.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.

### Protection Plan:

The district offers an optional protection plan for all students that helps protect against breakage and damage of the device. Theft is covered with the protection plan also at a lower replacement cost with a police report.

The protection plan is available and highly recommended for all students.

The protection plan must be paid in full to be in effect before the chromebook is checked out to a student.

- Protection plan cost per device is \$20.00 annually.
- First claim within a year will require a \$0.00 deductible for repair.
- Second claim within a year will require a \$10.00 deductible for repair.
- Third claim within a year will require a \$20.00 deductible for repair.
- Subsequent claims beyond the third claim within a school year will be at a total cost to the student of the repairs/replacement.
- Damages are claimed for each incident. If a student turns in a device to have the screen and keyboard replaced at the same time, this will be counted as two separate claims.
- Protection plan covers theft of a device. A police report must be filed with the school district.
- Protection plan does not cover loss of the device, device chargers, and/or damages to the device while the device is removed from the device protective case.
- Reimbursement of protection plan payment for students who withdraw from the district and have not had any damage claims will be prorated at \$10.00 per semester, with the maximum refund being \$10.00 within a given year. Reimbursement must be requested in writing to be fulfilled.

***\*If you choose not to purchase the protection plan and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement costs in full.***

***\*\*Annual is determined to be from when the Chromebook is issued to a student, until the end of the regular school year, or the end of summer school session of which your student is enrolled. If Protection Plan is enrolled on the first day of Second Semester or after, the cost per device is \$10.00.***

#### Claims:

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact Library Media Center immediately.
- Any technical issue with the device must be brought to the attention of Library Media Center staff immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the East Carter County R-II School District and its administrators.
- All reports will be investigated and addressed on a case by case basis.

## Estimated Cost of Repairs Without Purchase of Damage Waiver:

All repairs and/or replacements must be run through the East Carter County R-II School District.

- Replacement of the Chromebook \$200
- Motherboard \$95.00
- AC Adapter and Power Cord \$30
- Battery \$45
- Protection Case \$50
- Screen Replacement \$50
- Screen hinges (L&R pair) \$30
- Top Cover (A-Side) \$30
- Screen Bezel (B-Side) \$25
- Keyboard (includes palmrest) \$50
- Bottom casing (D-Side) \$30
- Power port \$20
- LCD video cable (motherboard > screen) \$15
- USB Board \$25
- Speakers \$15
- Camera \$15

## Asset Tags

All Chromebooks have asset tags applied to the devices. This allows the school district to keep track of the device and who it's checked out too. ***Asset tags are not to be removed from the Chromebooks at any time.*** If you notice the asset tag needs replacing due to normal use of the device, go to the Library Media Center and request a replacement asset tag be placed on your device.

## Chromebook Technical Support

The Library Media Center will be the first point of contact for the following:

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates



# **Acceptable Use Policy**

## **Student Users**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

## **Employee Users**

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

## **External Users**

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

## General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very

expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will district technology or software be removed from district premises, unless authorized by the district.
16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from the network administrator or designee. All users will be held accountable for any damage they cause to district technology resources.
17. The district prohibits the use of smart voice recognition devices due to personally identifiable students, student information, or student records.
18. The district prohibits the use of unauthorized personal devices on the district's network or wireless network.

## **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher, administrator, network administrator, or designee.

2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

## **Online Safety and Confidentiality**

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality. All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable. The East Carter County R-II School District reserves the right to limit access to any materials designated by the administrators and/or network administrator.

## **Electronic Mail and Messaging**

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.

2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass email or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

## **Communication Devices**

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

## **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

## **Waiver**

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the superintendent or designee. In making the decision to grant a waiver to a student, the superintendent or designee shall consider the student's purpose, age, maturity and level of supervision involved.

# **Internet Safety Policy**

## **Introduction**

It is the policy of East Carter R-II School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions Key terms are as defined in the Children’s Internet Protection Act.

## **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 Children’s Internet Protection Act, 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.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the East Carter R-II School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, 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.

## **Supervision and Monitoring**

It shall be the responsibility of all members of the East Carter R-II School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Network Administrator or designated representatives.

## **CIPA Definitions of Terms**

**TECHNOLOGY PROTECTION MEASURE** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**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.

**SEXUAL ACT; SEXUAL CONTACT** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

# G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

Gmail (including Inbox by Gmail) Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Keep, Sheets, Sites, Slides, Talk/Hangouts, Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

Youtube, Google Maps, Google Earth

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

## What personal information does Google collect?

When creating a student account, East Carter County R-II School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:



device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

## How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

## Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

## Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With East Carter County R-II School District. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them. For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures. For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request.  
enforce applicable Terms of Service, including investigation of potential violations.  
detect, prevent, or otherwise address fraud, security or technical issues.  
protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your student's school administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

## What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact East Carter County R-II School District. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the Data Processing Amendment (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

# Technology Usage - Student User Agreement

I have read the East Carter County R-II School District Technology Usage policy and procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, in-school suspension, after school detention, out of school suspension, or revocation of my access to district technology or expulsion from school.

I understand that my use of district technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

# Student Pledge - Chromebook Use

As a student of the East Carter County R-II School District, I will:

- Take good care of my Chromebook.
- Never leave my Chromebook unattended.
- Never loan out my Chromebook to other individuals.
- Know where my Chromebook is at all times.
- Fully charge my Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of my Chromebook or attempt any repairs.
- Keep my Chromebook in the district-provided always-on case at all times.
- Use my Chromebook in ways that are appropriate, meet East Carter County R-II School District expectations and are educational.
- Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the East Carter County R-II School District.
- Follow the policies outlined in the 1:1 Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.
- Return the district Chromebook, case and power cord in good working condition at the end of the school year.
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.

# COPPA Parental Consent Form

The East Carter County R-II School District values academic excellence and thus provides varied learning opportunities for all students throughout the school year. Educators seek to engage and encourage all students by creating blended learning opportunities. East Carter students access information and produce educational products in digital formats at all grade levels. In accordance with the Child Online Privacy Protection Act (COPPA), it is necessary annually to secure parental/legal guardian consent for students who create an account in order to utilize certain digital goals.

East Carter R-II contracts with a highly respected service called Education Framework to vet the safety and security of the educational websites used by our students. The sites to be used throughout this school year are listed on the district website, or at <https://edprivacy.educationframework.com/Districts/main.aspx?districtid=30326>.

# Handbook Agreement and Consent

I agree to the stipulations set forth in the above document to include the Student Device Policy, Acceptable Use Policy, Internet Safety Policy, G Suite for Education Notice to Parents and Guardians, Technology Usage Agreement, Student Pledge for Chromebook Use, and the COPPA consent form.

***All technology devices and accessories must be returned to the East Carter County R-II School District at the end of the school year. Students who withdraw, are suspended or expelled or withdraw from enrollment at East Carter R-II school for any reason must return their individual school Chromebook on the date of withdrawal. Failure to return technology devices may result in a police report being filed in an attempt to recover school owned property.***

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_