



Rib Lake School District

CHROMEBOOK PROCEDURES AND INFORMATION GUIDE

Table of Contents

Topic	Page #
Mission	3
Supporting Core Values	3
Goals	3
Background Information	4
Why use Chromebooks?	4
Receiving a Chromebook	4
Returning a Chromebook	5
Taking Care of a Chromebook	5`
General Precautions	5
Carrying Chromebooks	6
Screen Care	6
Using a Chromebook at School	6
Chromebook left at home	7
Home Internet Access	7
Chromebook Undergoing Repair	7
Charging a Chromebook's Battery	7
Screensavers/Background photos	7
Sound, Music, Games, Software/Apps	8
Legal Propriety	8
Using the Chromebook Camera	8
Network Connectivity	8
School District Protection	8
Vendor Warranty	8
Repairing or Replacing a Chromebook	9
Fines Related to a Chromebook	9
Claims	9
Personal Home & Homeowners'/Renters Coverage	10
Rules and Appropriate Usage	10
1:1 Technology Student Expectations	13
Acknowledgement of Acceptable Use of Technology Rules	14
Frequently Asked Questions	15
Parents' Guide to Safe and Responsible Students	16

Mission

The Mission of the Rib Lake School District's Personalized Digital Learning Initiative is to create an environment that is responsive to individual student needs *through effective collaboration and instructional practices using technology integration*. This enables and supports students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, lifelong, global learners. Teaching and learning will occur in an atmosphere of trust, where risk taking and innovation will be valued.

Supporting Core Values

Rib Lake School District is committed to providing adequate resources to ensure the development of valued next generation skills of communication, critical thinking, collaboration, and creativity. To do this, the district supports:

- Identify and expand technology to maximize learning for all
- Provide relevant and authentic experiences
- Utilize technology to create effective collaboration and communication for staff and students
- Foster creativity while developing critical thinking and problem solving skills
- Extend learning opportunities beyond the district's walls
- Develop leadership opportunities
- Support and expect high levels of ethical and responsible use of technology
- Create academic risk-takers and innovators

So that our students are prepared for a diverse, global society, ISTE Standards for Students ([ISTE Standards-S](#)) are also used for evaluating the skills and knowledge our students need to learn effectively, live productively, and connect globally.

Goals

Our goals are to:

- **Enhance and accelerate learning.** Digital technology allows students to interact with the world in ways that traditional textbooks and curriculum alone cannot. It also allows students to learn 24/7 (anytime, anywhere) and to increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- **Provide personalized instruction.** Blended learning, digital textbooks, content rich media, curriculum materials, and applicable apps allow students to progress at a rate suited to their personal abilities and provide students with a variety of instructional tools allowing the student to learn in a way that best meets their individualized needs.
- **Improve student collaboration and engagement.** Digital collaboration tools help students easily share information and ideas with their peers. In addition, leadership in one's own learning is promoted by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas. Research shows

students are more engaged in learning, and sharing what they have learned, when they are given the opportunity to demonstrate their knowledge using creative and collaborative apps. Research also indicates that students, in a virtual environment, collaborate more frequently and with a more diverse set of peers than in a standard classroom.

Background Information

The focus of providing Chromebooks in the Rib Lake School District (RLSD) is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the education program. Increase access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a “next generation” device that makes learning more engaging and accessible.

Why Use Chromebooks?

The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

1. Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks). This “space” is expanding every day.
2. Personalizing learning: it is widely recognized the 1 to 28 one-way knowledge-transfer model is fast becoming a thing of the past. As teachers begin to create new ways of tackling this issue, the Chromebook will play a useful role in this transformation.
3. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
4. The Chromebook is an engaging device that could transform the way students learn.
5. Instant-on and all day battery: it's possible to get on the internet instantly.
6. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!”
7. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.
8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Receiving a Chromebook

- a. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook and AC charger. Students in 6th grade and above will be provided with a protective carrying case. This case is required to be used whenever transporting the Chromebook.

- b. Parents/guardians and students must sign and return the Acknowledgement of Acceptable Use of Technology form before a Chromebook is issued to the student.
- c. The Chromebook will be labeled in a manner specified by RLSD and will include the serial number and barcode associated with the District.
- d. The Chromebook and district-issued email account are the property of RLSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a Chromebook or a school supplied or supported email service.
- e. Students are responsible for following the Acceptable Use Policy (363.2) and appropriate handling of the device both while in school and out of school.
- f. Students returning to the district the following year will be assigned the same Chromebook and accessories as were assigned the previous year. It is the intent that students will keep their Chromebook until they graduate from high school.
- g. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to the student's principal. Your child will then pick up and return a Chromebook for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

Returning a Chromebook

- a. Chromebooks and all RLSD accessories will be returned during the final week of school so they can be checked for serviceability and be ready in the fall.
- b. Chromebooks must be returned immediately when a student transfers out of the RLSD, is suspended or expelled, or terminates enrollment for any reason.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the Rib Lake School District. Chromebooks that are broken or fail to work properly must be given to the District Technology Coordinator (or designee) immediately for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.**

Chromebooks are the property of the Rib Lake School District and all users will follow these procedures and the RLSD Acceptable Use Policy.

General Precautions

- a. While the Chromebook is considered scratch resistant, the Chromebook can scratch. Avoid using any sharp object(s) on the Chromebook.
- b. Chromebooks do not respond well to liquid. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the District Technology Coordinator.
- d. There is no "jail breaking" (bypassing filters and controls) of this device.
- e. Never throw or slide a Chromebook.
- f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- g. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the RLSD or approved by the building principal.

- h. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- i. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.
- j. Chromebooks should be placed in the supplied case and stored either vertically in the bottom of the locker or in a backpack/book bag to avoid putting any pressure on the screen. (middle and high school only).
- k. Chromebooks must never be left in any unsupervised area.
- l. Chromebooks must be charged for school each day. This is the student's responsibility.**
- m. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person. Remember, these devices will be assigned to a student throughout the years he/she is in the Rib Lake District. Take care of these Chromebooks like they are your own!
- n. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of other students.
- o. All activity on the Chromebook and district-issued email account, whether conducted at school, is subject to search as District property.
- p. PLEASE DO NOT ATTEMPT TO CONTACT HP or SAMSUNG SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

Carrying Chromebooks

The case that is provided for the Chromebook (middle and high school) will have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. Chromebooks can be charged while in the case. Care must be taken to protect the Chromebook at all times it is being transported.

Screen Care

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

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that marks or scratches the screen surface.
- Do not place anything on the keyboard before closing the lid (eg. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water-dampened towel or a highly diluted solvent.

Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, procedures and rules, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to school every day and to all classes unless specifically instructed not to do so by a teacher. Chromebooks should never be brought to the bathroom or locker rooms.

Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook was present. Therefore, the student will be required to 'checkout' the Chromebook from the school.

Internet Access

THE CHROMEBOOK WILL BE FILTERED THROUGH THE Rib Lake School District INTERNET FILTER WHILE AT SCHOOL.

REMINDER: Rib Lake School District provides Internet filtering on the district's network. These filters may not apply to any other locations. It is the family's responsible to monitor the student's use of the Internet outside of the school setting.

- Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook uses while at home. Printing at home requires a wireless printer, proper settings on the Chromebook and the correct app.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of other students.
- All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.
- Parents/Guardians, please take the necessary precautions for Internet safety with your student!

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of "loaner" Chromebooks in each building are available so having a "loaner" is not guaranteed.

Charging a Chromebook's Battery

- a. Chromebooks must be plugged *EVERY EVENING* so that it is fully charged each morning.
- b. In cases where the battery does "run out," students may be able to connect their Chromebook to a power outlet in class. This will be at the teacher discretion.

Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/ear buds.
- c. Music and video is only allowed on the Chromebook for educational purposes designated by the teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.
- e. Internet games are not allowed on the RLSD Chromebooks.

Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the District Technology Coordinator.
- b. Plagiarism is a violation of the RLSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, images, movies, music and text.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to RLSD discipline.

Using the Chromebook Camera

The Chromebook comes equipped with camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute. Violation of applicable state ([WI Statute 175.22 2d](#)) may result in criminal prosecution.

Network Connectivity

The Rib Lake School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

School District Protection

The Rib Lake School District has purchased these Chromebooks and will generally assume the financial liability for Chromebooks repairs or replacement due to normal and typical daily use. Students will be responsible for replacement/repair costs associated with their Chromebook if they abuse, neglect or intentionally damage a device (See [Fines Related to a Chromebook](#)). The building principal can work with families to facilitate repair or replacement.

Vendor Warranty

Chromebooks include a one year hardware warranty from the vendor warranting the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. Note: Not all Chromebooks are under this warranty as some were purchased more than a year ago.

Repairing and Replacing a Chromebook

Technical support will be available through the RLSD IT Support Services. Services provided include the following:

- General hardware maintenance and repairs from normal functions not caused by misuse, abuse or neglect.
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks (as available)
- ALL REPAIRS must be completed by RLSD IT Support Staff
- If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District ASAP. (See [Fines Related to a Chromebook](#))
- When a Chromebook is damaged beyond repair, every effort will be made to salvage and provide credit for usable parts. Families will be billed for the cost of a new Chromebook less any available credit from salvaged parts. Severe abuse will be handled on a case by case basis.

Type of Repair/Replacement	Estimated Cost
Broken Screen	\$60
Device will not accept a charge	\$0-\$75
Damage to Case	\$0-\$30
Motherboard	\$0-\$200
TouchPad	\$0-\$75
AC Charger	\$0-\$35
Chromebook	\$300

Fines Related to a Chromebook

- a. Chromebooks and AC chargers will be turned in to the District Technology Coordinator, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- b. If the student continues to demonstrate improper use, he/she will no longer be assigned a chromebook and will need to use one in the classroom (if available). The RLSD Administration will make the final determination of any fees assessed.
- c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Rib Lake Police Department.
- d. In the case where a Chromebook or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The RLSD Administration will make the final determination of any fees assessed.

Claims

- a. All insurance claims must be reported to RLSD. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
- b. Failure to report a lost or stolen Chromebook in a timely manner (within 24 hours) may result in a request for compensation for the replacement cost of the Chromebook.

Personal Home and Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage of the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

Rules and Appropriate Usage

The Rib Lake School District encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the property of Rib Lake School District. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school, students and parents or guardians must sign an [Acceptable Use Policy](#), [Parent Permission Agreement](#), and the [1:1 Technology Student Expectation Agreement](#).

Students are expected to abide by the following rules and behavioral expectations:

USE OF EQUIPMENT (Hardware and Software)

- Student must have a permission slip signed by a parent/guardian on file with the Rib Lake School District to use the Chromebook and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Rib Lake Public Schools.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

THE NETWORK

- On-line time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, spy ware while at school, on the District network, or transferring to the District network will be considered a violation

PRIVACY

- It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.

APPROPRIATE LANGUAGE

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

MANAGEMENT

- Rib Lake Public Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension or expulsion as deemed appropriate. (Board Policy #362)

By signing the [Acceptable Use Policy](#), [Parent Permission Agreement](#) and the [1:1 Technology Student Expectations](#), students and parents or guardians agree to:

- Submit their Chromebooks to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Turn in Chromebooks before the end of the school year for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebooks overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for classes by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage or theft. Required precautions include the use of a protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook and AC power adaptor. Replacement cost of the Chromebook would be approximately \$300 in 2016.

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the school office for assistance.

Consequences for Breach of the Acceptable Use Agreements

In the event a student breaches any part of the [Acceptable Use Agreement](#) (BP 362) or Student Expectations Agreement, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities. The Rib Lake School District Acceptable Use of Computer Networks (Policy 363.2) can be found at <http://www.riblake.k12.wi.us/district/ds-board-and-district-policies-series300.cfm>

Educational Purpose

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the internet, and learn through experiences, our students participate in using a variety of social media applications

(blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

Teacher Responsibility

- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites
- Be aware of and adhere to the federal Children's Online Privacy Protections Act laws and District Policies.

Student Responsibilities

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 *Technology Student Expectations*. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personnel immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Acceptable Use Policy (AUP), building-specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

Parent/Guardian Responsibility

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the school's technology director.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, and AC charger. Replacement cost for a Chromebook would be approximately \$300 in 2016.

Rib Lake School District 1:1 Technology Student Expectations

I understand that my usage of the district's devices is a privilege and not a right and that I am responsible for following the district's Acceptable Use Technology Policy (located on the district website or in the school offices). I understand that failure to follow these policies may result in the loss of privileges, disciplinary action and/or appropriate legal action. The administration will make all decisions regarding whether or not I have violated these procedures.

As a learner I will:

- 1) Be responsible for knowing how to properly operate and store the student Chromebook and how to take basic care and troubleshoot issues.
- 2) Look after my Chromebook very carefully all of the time.
 - a) Chromebooks will never be left unattended.
 - b) Chromebooks must be situated securely on the working surface.
 - c) Chromebooks will be kept clean and will not have food or drink around the device.
 - d) Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay).
 - e) Take care when the Chromebook is transported that is as secure as possible. Chromebooks MUST be carried in its protective case (middle & high school only).
 - f) Carry my Chromebook in the closed position with two hands.
- 3) Ensure that my Chromebook is charged at the end of every day and ready for use the next day (i.e. plugging it in for charging overnight).
- 4) Store my Chromebook in my locker (as appropriate) when not in use (i.e. lunch, phy ed, etc.). The Chromebook should be in its case when stored in my locker and no item will be stacked on top of it.
- 5) Be on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Rib Lake Public Schools staff.
- 6) Not decorate the Chromebook and not allow it to be subject to graffiti.
- 7) Not install or download additional software.
- 8) Notify my teacher immediately if I notice any damage to my Chromebook.

I fully understand that I may be held personally responsible for the cost of the item(s) assigned to me in case of damage or loss to Rib Lake School District devices.

Type of Repair/Replacement	Estimated Cost
Broken Screen	\$60
Device will not accept a charge	\$0-\$75
Damage to Case	\$0-\$30
Motherboard	\$0-\$200
TouchPad	\$0-\$75
AC Charger	\$0-\$35
Chromebook	\$300

Consequences for Violation of Chromebook Rules:

Please review the Chromebook Procedures and Information Guide for consequences for violations of Chromebook user rules. By signing the User Agreement & Parent Permission Form, you commit to the student expectations and understand the consequences for violation.

School District of Rib Lake
Acknowledgement of Acceptable Use of Technology Rules

Signing this form indicates that I have had an opportunity to read the District's Student Acceptable Use of Technology Guidelines (BP 363.2). I understand that any violation of these rules may result in disciplinary action. Examples of possible consequences for improper use of technology include the following:

- Suspension, restriction, or revocation of the privilege of use of District technology resources;
- The imposition of academic consequences for academic-related violations;
- Suspension and/or expulsion from school; and/or
- Referral to law enforcement.

As a user of the Rib Lake Public School's computer network and recipient of a Chromebook, I hereby agree to comply with the user agreements and expectations contained in the *Chromebook Procedures and Information Guide*, which can be found on the district webpage at <http://www.riblake.k12.wi.us/district/ds-tech-chromebooks.cfm>.

Student Name (print) _____

Grade _____

Student Signature _____

Date _____

Parent Permission Agreement

As the parent or legal guardian of the minor student signing above, I grant permission for the student named above to access networked computer services and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the student named above to follow when selecting, sharing, or exploring information and media. I hereby agree to comply with the user agreements contained in the *Chromebook Procedures and Information Guide*:

Parent/Guardian (print) _____

Signature _____

Date _____

Note: This form will be completed when rules and policies are changed and when students move from one school to another within the district (grades 3rd, 6th, and 9th). All new students to the district will complete the form.

A copy of this sheet is available upon parent/guardian request.

For Office Use Only

Chromebook Serial Number: _____ District Barcode: _____

Chromebook Number: _____

Date Returned: _____ Technology Department Signature: _____

Frequently Asked Questions

What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

The Rib Lake Public School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is negligently damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$300 in 2016). The District regards the Chromebook as all other materials that are checked out of the student, ex: library materials, sports equipment, etc.

What is the replacement cost of the Chromebook and accessories?

- | | |
|---------------|--------------------|
| • Chromebook: | \$300 (as of 2016) |
| • AC Charger | \$35 |

Does my child have to accept a Chromebook?

Students in 4th - 8th grade will be assigned a Chromebook to be used in school. Students in 9th thru 12th grades will be assigned a Chromebook for school and home use. If a parent/guardian does not want the child to have a Chromebook, the parent may submit that request in writing to the office. In this case the student will need to check the Chromebook in and out each day.

How is the District paying for Chromebooks?

The Chromebooks were purchased using dollars from the budget for technology and reallocation from supplies and textbook budgets. Some dollars will come from the general fund balance.

As a parent/guardian, how do I monitor my child's use of the Internet?

While your child is using the RLSD network, there are filters available. When the child uses another network, the Chromebooks may not provide filtering at this time. Please see "Parents' Guide to Safe and Responsible Students."

What if we don't have WIFI at home? (High School Only)

A Chromebook's use is maximized by WIFI. If a family does not have WIFI, a student may use the Chromebook at school, at the public library, at local businesses with WIFI capability, or wherever WIFI is available. There are also apps available for offline use. Arrangements can be made for the student to be at school outside of normal school hours by contacting the office.

What if a student forgets to charge the Chromebook?

There will be limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to meet with his/her classroom teacher or building principal to develop a plan to come to class prepared.

Will students keep the Chromebooks for the summer?

Chromebooks and all RLSD accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. It will be critical to ensure the device is in working order before the start of the following school year.

Please contact your child's principal or the District Administrator with any questions regarding student use of Chromebooks.

Rick Cardey
Middle/High School Principal
rcardy@riblake.k12.wi.us
715-427-3220

Jon Dallmann
Elementary School Principal
jdallmann@riblake.k12.wi.us
715-427-5818

Lori Manion
District Administrator
lmanion@riblake.k12.wi.us
715-427-3222

Parents' Guide to Safe and Responsible Students

The Rib Lake Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

The Rib Lake Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

- 1) **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- 2) **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
- 3) **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- 4) **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- 5) **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
- 6) **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
- 7) **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- 8) **Take a look at the apps and programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- 9) **Read and share with your child the RLSD One-to-One Technology, and Chromebooks Guide.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the Internet just as you do on use of all media sources such as television, phones, movies and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the students, it is strongly recommended that it will always be used in a common family location.

- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Student Acceptable Use of Technology Guidelines

Board Policy 363.2

A. OVERVIEW OF ACCEPTABLE USE

The District's technology resources, including the District's technology-related equipment, software, networks, network connections, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for acceptable use.

In general, "acceptable use" means that a student is required to use technology resources in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff.

Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This document and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of "acceptable use" is that the District expects each student who uses District technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

If a student has a question concerning any policy, notice, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

B. NOTICES AND WARNINGS TO STUDENTS WHO USE SCHOOL DISTRICT TECHNOLOGY RESOURCES

1. The District owns, controls, and oversees all of the schools' technology resources, including the District's technology-related equipment, software, applications, networks, network connections, and Internet access.
2. Unless otherwise prohibited by law, at all times and without further notice:
 - a. Each user of District technology resources is subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District's Internet connection, network resources, file servers, computers or other equipment;
 - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.

3. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (a) monitoring the person's activities; or (b) accessing any user's equipment, data, communications, and other materials.
4. Any person who uses the District's technology resources does so solely at their own risk regarding possible damage to or any other potential loss of data, content, software, or equipment. This includes loss of data for any reason whatsoever, including the District's own negligence, errors, or omissions. The District offers no warranties or remedies to users regarding any damage, deletion, or other loss of user property/data. Further, except as to any mandatory duties imposed by law, the District makes no promises or warranties of any kind, whether expressed or implied, for the technology-related services it provides. The District is also not responsible for the accuracy or quality of non-District content obtained through the District's technology resources.
5. If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to the District, he/she should not use the District's technology resources.
6. If a student uses District technology resources in a manner that violates the District's expectations for acceptable use, or any other established policy, regulation, rule, or directive, the student is subject to possible discipline. Examples of possible consequences for improper use of technology include the following:
 - a. Suspension, restriction, or revocation of the privilege of use of District technology resources;
 - b. The imposition of academic consequences for academic-related violations;
 - c. Suspension and/or expulsion from school; and/or
 - d. Referral to law enforcement.

C. ADDITIONAL RULES, REGULATIONS, AND EXPECTATIONS FOR STUDENT USERS

1. **The student must be an authorized user.** No student shall use District technology resources unless he/she is currently an authorized user, as determined by the District.
 - a. Grades pK-2. Students are authorized to use particular equipment by staff at the building level. Students in grades pK-2 will generally use technology resources in structured educational settings, and with a greater degree of monitoring and supervision than is expected for older students.
 - b. Grades 3 through 12. The primary step in becoming an authorized user for any student in grade 3 or above is that the student and the student's parent or guardian must first sign a "*School Technology User Acknowledgement or Agreement*." Access to specific networks, domains, applications, etc. may be further restricted pending a determination of need and/or pending successful completion of District-specified training/instruction.
 - c. The District reserves the right to deny, revoke, suspend or limit specific user accounts and/or the user's access privileges.
 - d. If a student who is not an authorized user nonetheless proceeds to use District technology resources in violation of District policies and rules, all other District rules and expectations regarding acceptable use still apply to the student and may become independent grounds for discipline.
2. **Unauthorized access and other prohibited activities.** Students are prohibited from engaging in (or attempting to engage in) the following conduct at all times:
 - a. Installing any software programs or applications without District permission.
 - b. Knowingly exposing the District's technology resources to possible viruses, malware, spyware, or any other similarly harmful material.
 - c. Accessing any network, drive, file, application, database, or system that the District has not authorized for the student's use/access, including all forms of computer or computer system hacking.
 - d. Modifying the security settings (including any settings or filters that limit access to particular content) on any system, network, application, portal, web site, or device.
 - e. Using another person's login or password information; or allowing another person to use the student's own login or password information.
 - f. Physically connecting any personally-owned technology equipment to a District network (including computers, laptops, tablets, smart phones, printers, etc.) except for (1) authorized connections to the wireless network the District provides expressly for students and guests, if any; and (2) temporarily

- connecting data drives/devices to District equipment for the purpose of transferring data or files for an educational or other authorized purpose.
- g. Modifying without permission any District records, any District-controlled web pages or web-based accounts, or any of the District's Internet-based resources.
- h. Removing any District equipment from school grounds or from its District-designated location within a building.
- i. Using District technology resources for any private commercial activities (for example, solicitations or advertisements) or for any activities that involve political advocacy connected to any election.

3. Rules and expectations related to copyright law, licensing agreements, and related issues.

- a. While using the District's technology resources, students are individually responsible for following applicable laws, regulations, and agreements that relate to the use of any other person's or entity's products, services, or content.
- b. Students may not use any electronic content, application, software, or technology service (1) that has not been properly purchased or licensed; or (2) in any manner that violates a license, user agreement, or the terms of use established by the owner/manufacturer/vendor of the product, service, or content.
- c. Students may not use District technology resources in connection with any unlawful or any non-school related file-sharing activities, including the improper copying, storing, downloading, uploading, or transferring of copyrighted works such as music, images, video, or movies.
- d. Students are expected to verify their authority (by obtaining permission when necessary) to copy, use, incorporate, or adapt any work that is subject to copyright, trademark, or other similar legal protection. This expectation applies regardless of the format of the work in question. Students are cautioned that the fact that an image, video, recording, article, file, program, book, or other work that is subject to copyright or trademark protection is available through the Internet does not mean that it is in the public domain (i.e., able to be freely used), or that it can be further used, copied, or adapted without first obtaining appropriate permission from the person or entity who holds the applicable rights.
- e. Property created by a student that is submitted as an assignment or for an assessment, or for a grade or course credit, may be retained by the District as a student record and displayed for school purposes subject to laws and any District policy or procedures that govern such records. The District may further extend its right to retain, reproduce, distribute or otherwise use student-created intellectual property by obtaining specific permission from the student and the parent or guardian of a minor student.
- f. To the extent consistent with applicable law, the District retains the exclusive right to determine, at its discretion, the content that is permitted to be displayed or otherwise made available to the school community and/or to the general public through the District's technology resources.

4. Rules and expectations related to academic integrity

- a. District and individual teacher expectations regarding honesty and fairness in academic contexts apply fully to activities that involve the use of technology.
- b. Students may not use or access the District's technology resources in a manner that would give them an unfair academic advantage over other students.
- c. Due to the scope and nature of electronic resources, the District has a heightened expectation for students who are using technology resources and/or engaging in electronic research to take special care to avoid plagiarism, which includes copying, close paraphrasing, or representing as one's own the writing, ideas, or other work of another person without appropriate attribution.

5. Electronic communication by students

- a. There are various forms of electronic communication that students may be able to access and use through the District's technology resources. Examples include course-management applications that permit student submissions, email, social media platforms, chat functionality, message boards, applications that function like text messaging, etc.

- b. Students using District technology resources to engage in any form of electronic communication are expected to follow the District's rules and expectation for "acceptable use" as defined in this document, and, as far as the content and purpose of their electronic communications, students are expected to adhere to the school rules and expectations that apply to in-person interactions.
- c. The following are specific examples of conduct that is prohibited in connection with a student's use of District technology resources for electronic communications:
 - (1) Electronic communications must not contain defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually-explicit, or obscene content.
 - (2) Electronic communications must not be used to bully, harass, degrade, or intimidate another person.
 - (3) Electronic communications must not be used to facilitate any unlawful activity or any violation of school rules.
 - (4) Students shall not engage in electronic communications with persons who are not affiliated with the District unless the communication is for a legitimate educational or other authorized purpose and the student is reasonably sure of the identity of the person or entity with whom they are communicating.
 - (5) Students shall not attempt to access or send electronic communications using another person's account or user ID. Similarly, students shall not impersonate another person using electronic communications.
 - (6) Students shall not create, transmit, or forward messages, Internet-links, images, files, or attachments that do not have a legitimate educational purpose (for example: spam, jokes, etc.) and/or that may be harmful (for example: executable files, viruses, requests for personal or confidential information, material from an unknown source, etc.).
 - (7) Electronic communication received from another person should not be forwarded or shared gratuitously when the original sender has clearly indicated their intent that the message should not be forwarded or shared. This limitation is not intended to prevent a student from addressing a safety concern or reporting a violation of school rules by contacting a responsible adult.
- d. Examples of acceptable electronic communications involving the use of District technology resources include:
 - (1) Communicating with a teacher regarding schedules, assignments, curriculum content, class projects, and class activities.
 - (2) Communicating with other students to facilitate collaboration, planning, and research for school-related projects and activities.
 - (3) When authorized by a teacher, communicating with third parties outside of the District as a means of collaborative learning, academic research, or other school-related purpose.
 - (4) Giving careful and respectful consideration to the possible consequences for others before sending, transmitting, or forwarding any electronic communications.

6. Student email accounts

- a. To promote effective communications, students in grades 3-12 will be provided District email accounts. District-provided student email accounts remain under the ownership and control of the District and student use of his/her account is a privilege.
- b. Student email accounts that have been issued by the District are to be used for school-related, educational purposes only. Students are not permitted to use their school-issued email account to send or receive personal messages. If a student receives a personal email, he/she should notify the sender that such messages are not permitted.
- c. A student email account provided by the District is not confidential or private, and a student's email may be read by District employees or authorized agents of the District. Students who use a District provided email account should view the messages that they send in the same manner that they view (1) verbal exchanges that occur in a classroom; and (2) assignments that are presented to a teacher. The content of emails can lead to disciplinary and other consequences.

7. Students have limited permission to possess and use personal electronic devices at school ("bring your own device" (byod) restrictions)

- a. A student may bring a personal electronic device to school and use the device only to the extent consistent with this document, related Board policies 443.5 (Student Use of Electronic Communication Devices) and 731.1 (Privacy in Locker Rooms), and any other rules or directives issued by the District or school staff to govern the time, place, and manner in which students may possess and use personal electronic devices.
- b. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic device that a student chooses to bring to school or to a school activity regardless of (1) when the loss, theft, or damage occurs; or (2) where the device is located/possessed at the time the loss, theft, or damage occurs. The District is permitted, but not obligated, to investigate or otherwise resolve the loss or theft of, or any damage to, any personal electronic device.
- c. Where the District has reason to suspect that any personal electronic device is present or has been used in violation of any Board policy or school rule, school personnel may temporarily confiscate the device. Staff shall make an effort to store a confiscated device in a reasonably secure location. To the extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.
- d. Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply or interfering with such a directive (e.g., by removing the battery or memory card without permission) will be considered insubordination and the student will be subject to disciplinary action.
- e. Taking pictures or making or transmitting any video or audio recording of other students or school staff is prohibited at all times unless the student has obtained advance permission from a teacher or administrator per District guidelines.
- f. Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc.) or communications capabilities in locker rooms, rest rooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy. Except in an emergency situation, all such devices should be turned off and put away in all such areas of the buildings. (See also the Board policy on privacy in locker rooms 731.1 (Privacy in Locker Rooms)).
- g. Students who bring a personal electronic device to school are responsible for keeping their device(s) silent during instructional time, or completely turned off and put away to the extent otherwise required or directed.
- h. Students using headphones or ear buds are individually responsible for ensuring that they are still adequately able to hear relevant activity (voices, vehicles, announcements, etc.) in their surroundings. The District recommends that at least one ear should be completely clear any time students are moving from one location to another, not including when the student is only a passenger in a vehicle.
- i. A student may connect an Internet-ready device with wireless connectivity to the building's "Student/Guest" wireless network in order to use the device for an authorized purpose. A personal electronic device shall not be physically connected to any District network other than the "Student/Guest" wireless network.
- j. Unless otherwise directed by a District staff member, a student of any age may engage in instructional and limited personal use of a personal electronic device that is connected to the District's "Guest" wireless network if the use (1) occurs outside of the hours of the school's instructional day; (2) does not interfere with any student's education or any school-related activity; (3) does not unduly burden the District's network resources or materially interfere with others' use of the network; and (4) imposes no tangible incremental costs to the District.
- k. If a student possesses and uses a personal electronic device that can access a data connection (e.g., 3G/4G) other than a District network, any use of such a device that occurs at school or in connection with a school activity still must be consistent with District rules of conduct for students, including rules regarding the time, place, and manner of such use. The student shall not use the device to access or transfer harmful or inappropriate material, including but not limited to material that is obscene, sexually-explicit, unlawful, threatening, or harassing. These expectations apply even though a device using a non-school data connection is not subject to the District's Internet filtering and related security measures.
- l. As an important exception to all rules and directives that might otherwise limit a student's permission to possess and use a personal electronic device, all students at all grade levels may use a device (at any time of day) to contact a responsible adult in any emergency situation that involves an immediate threat to the health or safety of any person. When carrying out school emergency response plans, however, students may be asked to turn off their personal electronic devices so emergency communication networks are not overwhelmed and emergency response efforts are not jeopardized.

- m. At all times other than emergencies as identified in the paragraph above, permission to possess and/or use personal electronic devices at school or in any school-supervised setting is subject to further modification or limitation by a teacher, activity supervisor, or any school administrator. When a staff member issues a specific directive or limitation related to the possession or use of any electronic device, students are expected to follow that directive/limitation.
 - n. Students and parents/guardians are advised that the best way to contact each other during the school day for all non-emergency reasons is through the school office.
 - o. Additional BYOD Provisions Specific to Students in Grades 2 and below
 - (1) A student in any grade below the 3rd grade may not use a personal electronic device during the school day unless the student receives direct permission from a staff member to use the device at that time. A staff member may authorize such use in connection with a specific school-related and school-supervised activity or as a supplement to classroom instruction (e.g., e-readers can be used during classroom reading time).
 - (2) When an elementary student has not received permission to use his/her device, the device should be turned off and put away at all times during the school day.
- p. Additional BYOD Provisions Specific to Students in Grades 3 through 8
- (1) Personal electronic devices may be used in the classroom or during a student's participation in organized school activities only with the advance approval of the teacher, activity supervisor, or an administrator.
 - (2) Students wishing to use a personal electronic device for any instructional or other authorized purpose (including limited personal use) during the school day, but while not in class or while not participating in an organized school activity, must obtain advance approval from a teacher or administrator. A student obtaining such permission shall limit his/her use of the device to the approved time, location, and purpose.
- q. Additional BYOD Provisions Specific to High School Students
- (1) Personal electronic devices may be used in the classroom or during a student's participation in organized school activities only with the advance approval of the teacher, activity supervisor, or an administrator.
 - (2) Unless otherwise directed by a District staff member, high school students may engage in instructional and/or limited personal use of a personal electronic device when the student is neither attending a class nor participating in an organized school activity, provided that (1) the use does not interfere with and is not likely to disrupt any student's education or any school-related activity; (2) the use does not unduly burden the District's network resources or materially interfere with others' use of the network; and (3) the use imposes no tangible costs to the District.

8. Reporting student/parent concerns, misuse, or other possible violations of acceptable use

- a. Any time a student feels unsafe, victimized, or in any way uncertain about a situation involving the use of District technology resources by any person, the student (or his/her parent or guardian) should immediately contact a teacher or an administrator.
- b. Students are required to report and provide to a teacher or administrator any electronic communication that they receive while using a District-provided email account, or using any District-provided electronic software, program, application or platform if any of the following apply:
 - (1) The communication is from an unknown source and either contains inappropriate content, asks the student to respond, or requests the student to reveal personal information;
 - (2) The content of the communication is defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually explicit, or obscene;
 - (3) The communication represents an attempt to bully, harass, or intimidate another person; or
 - (4) The content of the communication represents an attempt to facilitate or encourage any violation of the law or school rules.
- c. A student may report to any teacher or to the building principal or any other administrator any concerns about possible violations of the policies, rules, regulations and directives that govern the acceptable, safe, and responsible use of the District's technology-related resources.
- d. If a student has a concern that any District technology equipment, network, or system may have a security vulnerability, or that any breach of security may have occurred, the student shall report the issue to a teacher.

- or to the building principal or any other administrator. The student should not demonstrate the potential security problem to anyone other than to the person to whom they report the concern.
- e. If a student or parent or guardian has a concern that any content that is available through the Internet is (1) appropriate material that is currently being blocked or filtered, or (2) harmful or inappropriate material that is not being blocked or filtered, the individual may report that concern to the student's building principal. The District will review the issue and report back to the person making the report.