

North Union Elementary Technology Policies

Using and Caring for your iPad/Chromebook

Taking care of your Chromebook/iPad

Students are responsible for the general care of the Chromebook/iPad which they have been issued by the school. Chromebooks/iPads that are broken or fail to work properly must contact Ann Hansen at ann.hansen@nuwarriors.org. If a loaner Chromebook/iPad is needed, one will be issued to the student until their Chromebook/iPad can be repaired or replaced.

General Precautions:

- No food or drink should be next to your Chromebook/iPad while it is in use.
- Chromebooks/iPads should not be left unattended.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks/iPads should not be taken into the restroom..
- Chromebooks/iPads must remain free of any writing, drawing, stickers, or labels other than those placed by the school.
- Chromebooks/iPads should be shut down when not in use to conserve battery life.
- Chromebooks/iPads should never be shoved or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks/iPads.
- Do not expose your Chromebook/iPads to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook/iPads.
- Always bring your Chromebook/iPads to room temperature prior to turning it on.
- Do not disassemble any part of the Chromebook/iPad or attempt any repairs.

Carrying Chromebooks/iPads:

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Always use two hands when carrying Chromebooks/iPads.

Screen Care:

- The Chromebooks/iPads screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of Chromebooks when it is closed.
- Do not store Chromebooks with the screen open.
- Make sure there is nothing on the keyboard before closing the lid of the Chromebooks (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth specific for electronic devices.

Charging Chromebooks/iPads:

- Students should charge their Chromebooks/iPads when its charge is low, please unplug once it is fully charged.

Logging into a Chromebook:

- Students will log-in using only their school-issued Google Apps for Education account (@nuwarriors.org). Only the student the Chromebook is issued to will log into the Chromebook. No personal accounts should be used on this school issued device.
- Students should never share their account passwords with others. In the event of a compromised account the North Union CSD Technology Department reserves the right to disable your account.

Using Your Chromebooks/iPads Outside of School:

- Students are encouraged to use their Chromebooks/iPads at home and other locations outside of school for school use.
- A WiFi Internet connection will be necessary for the majority of Chromebook use and some iPad use; however, some applications can be used while not connected to the Internet. Students are bound by the NUCSD Use of Technology Policy, Administrative Procedures, acceptable use agreement, and Board Policy wherever they use their Chromebooks/iPads.

Operating System and Security

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

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook/iPad, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may,

without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks/iPads at any time for any reason related to the operation of the district. By using Chromebooks/iPads, students agree to such access, monitoring, and recording of their use.

Monitoring Software

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

Inspection

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

Returning Your Chromebook

1. End of Year

At the end of the school year, students will turn in their Chromebooks/iPads and all issued accessories. Failure to turn in a Chromebook/iPad will result in the student being charged the full \$300.00 replacement cost. The district may also file a report of stolen property with the local Police Department.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the North Union CSD must turn in their Chromebooks/iPads to the Main Office on their last day of attendance. Failure to turn in the Chromebooks/iPads will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Police Department.

Chromebook Loss/Damage/Repair

In the event of damage not covered by the District's electronic device warranty, the student and parent will be fined for each incident. The student will be fined according to the following schedule in the case of accidental damage, theft, loss, or damage by fire:

- o First incident - up to \$75
- o Second incident - up to \$150
- o Third incident - up to full cost of repair or replacement

The table below outlines costs and repairs for 1st, 2nd and 3rd offenses.

Damaged Part	1st Offense	2nd Offense	3rd Offense
Keyboard or Palmrest	\$15.00	\$30.00	Full cost of repair (approx. \$80 + labor \$163)
Screen	\$25.00	\$50.00	Full cost of repair (approx. \$199 + labor \$163)
Charging Cord	\$20.00	\$20.00	Full cost of replacement (approx. \$38)
Other this includes iPads (determined by tech support team)	TBD	TBD	TBD

****Fines are subject to change based on model & availability. With 3rd offense, device remains in school. Full cost of repair includes parts and labor.*

Internet

Students will be able to access the Internet through North Union CSD's server system on a daily basis when school is in session. This privilege will allow students the ability to research, collaborate, and share documents with teachers and fellow students. If a student misuses the internet/network with a school issued device, their internet privileges can be denied. If a student misuses the internet/network with a personal device, their device may be blocked from our server.

Restricted Material

Students should not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harrasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Doing so may cause the student to lose technology privileges and/or notification of law enforcement.

North Union Elementary - Fenton Campus

Technology and Computer Acceptable Use Policy

COMPUTERS AND TECHNOLOGY

Computers and technology at North Union Elementary are tools to enhance the educational opportunities for North Union students. Any misuse or abuse of either hardware or software may result in students forfeiting Internet and/or computer privileges. Serious or continued misuse or abuse by students may result in discipline up to and including suspension and/or expulsion. Misuse/abuse may include, but not limited to:

- Piracy of software or data files;
- Violating laws related to computer piracy, software copyrights, and telecommunications;
- Plagiarism of programs, documents, data, or other files, whether obtained through school-owned equipment or obtained elsewhere and used on school-owned equipment;
- Trashing, deleting, or hiding programs or files;
- Using a teacher's computer;
- Adding unauthorized software to a computer's memory or hard drive;
- Using school-owned equipment for personal gain;
- Violating appropriate use regulations related to Internet;
- Playing games, except as expressly authorized by the teacher;
- Having food or drink near or around technology or computer equipment; or
- Any other actions which, in the judgement of faculty or administration, is detrimental to the technology and educational programs of the North Union CSD.

Internet-Appropriate Use

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pronography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pronography, or are harmful to minors. (Refer to Board Policy Code 605.6)

Internet-- Appropriate Use Regulation

I. Responsibility for INternet Appropriate Use

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, the Internet is defined as: A collection of more than 20,000 interconnected computer networks involving over 1.5 million computers and over 25 million users around the world. It is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.
- B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including discharge.

II. Internet Access

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time.
 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what the students may locate.
 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet while we protect the rights of students and parents who choose not to risk exposure to questionable material.

3. It is a goal to allow teachers and students access to the rich opportunities on the Internet while we protect the rights of students and parents who choose not to risk exposure to questionable material.
4. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
5. Transmission of material, information, or software in violation of any board policy or regulation is prohibited.
6. System users will perform a virus check on downloaded files to avoid spreading computer Viruses.
7. The school district makes no guarantees as to the accuracy of the information received on the Internet.

III. Permission to Use Internet- Annually, parents shall grant permission for their students to use the Internet using the prescribed form.

IV. Student Use of Internet.

A. Equal Opportunity- The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

B. Online Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to online protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references, and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through the supervising teacher's account/their own account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.

- c. Use of objectionable language is prohibited.
- d. Always sign messages.
- e. Always acknowledge receipt of a document or file.

C. Restricted Material- Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs- If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those Costs.

V. Student Violations- Consequences and Notifications.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation- A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 2-15 days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the principal.
2. Second Violation- A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of 30 days.
3. Third Violation- A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent a copy provided to the principal. The student shall forfeit all Internet privileges for 45 days or for the balance of the school year. (Refer to Board Policy Code 605.6R1)