



Student Device \ Electronic Use Policy Handbook

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CIPA, COPPA, FERPA Agreement

Dear Parent or Guardian,

As technology is changing, our schools are preparing students to become career and college ready, we just wanted to touch base with you to inform your family of the technology your student may encounter throughout the year at Johannesburg-Lewiston Area Schools.

Although these applications are widely used by the education community and support their use in K-12 institutions, their Terms of Service state that due to Federal Law. Any users under the age of 13 must obtain explicit parental permission to use their sites.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today, but new tools arise every day. Some common tools that your children may encounter and use are, but not limited to:

- A. **Networks:** A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include email and cloud file storage and sharing and social media networks.
- B. **Online Learning Platforms:** Learning platforms are areas where students can interact with educational material, post ideas and answer questions virtually.
- C. **Blogs:** A blog is a website where student work can be published online.
- D. **GSuite:** An online suite of productivity and digital tools made specifically for schools and students to use.
 - a. What your child will be using within the GSuite system
 - i. K to Third
 - 1. Classroom
 - 2. Drive
 - 3. Gmail
 - ii. Fourth to Sixth
 - 1. Classroom
 - 2. Drive
 - 3. Sites
 - 4. Gmail (internal only)
 - iii. Seventh to Twelve
 - 1. Classroom
 - 2. Drive

3. Sites
 4. Gmail (internal and external)
- E. **Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback.
- F. **Videos:** A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers and music.
- G. **Social bookmarking:** Social bookmarking is a way for Internet users to save, classify, and share websites.

As these 21st century mediums are instrumental in the development of the curriculum, enhancement of student learning, and are an intricate part of Career and College Readiness standards, we are asking that you and your child please review the information below, sign it and return to Johannesburg-Lewiston Area Schools. If you choose to not give your child permission to use the above technological tools an alternative assignment will be created. Additionally, if your expectations change we must have it in writing and given to the office.

Student Information

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.

- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use it, they should request permission from the copyright owner.

- All use of these tools must be used in accordance with the Acceptable Use Policy of the District, even if you do the work outside of school on your own device.

Parent Information

Child Internet Protection Act: The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. More information can be found on the children's internet protection act webpage. <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act: COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes.

Family Educational Rights and Privacy Act: FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

- Parents may request that photos, names and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child's email or web tools.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Device Usage

Section 1

Johannesburg-Lewiston Area School's 1:1 Chromebook program is designed to provide equipment and resources that meet the needs of today's students.

The Michigan Educational Technology Standards for Students (METS-S) are aligned with the International Society for Technology in Education's (ISTE) National Educational Technology Standards for Students (NETS-S) and the Framework for 21st Century Learning. The Michigan standards are intended to provide educators with a specific set of learning expectations that can be used to drive educational technology literacy assessments.

These standards are best delivered by authentic instruction and assessment with direct curricular ties and it is intended that these Standards will be integrated into all content areas. The preparation of our students to be successful in the 21st Century is the responsibility of all educators.

Additionally, this program provides access to digital content both at home and at school whenever needed. More specific uses will be determined and communicated by classroom teachers.

Section 2

Student Responsibilities

Use of the Chromebook is a privilege. The Johannesburg-Lewiston Area Schools District owns the device and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the Chromebook to school fully charged each day and have them in class just as they would for any other required material.

As a technology device, Chromebooks fall under the Acceptable Use Policy and the Technology Code of Ethics.

- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Johannesburg-Lewiston Area Schools.
- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.

- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will be responsible for any damage caused by food or drink to my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I understand that my Chromebook is for educational use.
- I will NOT place any stickers or hard to remove items on my device.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cords (with matching numbers) in good working condition at required check-ins (i.e., withdrawal from school or summer).
- I will notify an administrator if a threatening or inappropriate message is received.
- I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

Student Activities Strictly Prohibited

- Removal or tampering with school property inventory tag on the device will be considered destruction of school property.
- Videotaping or photographing **any individual**, for non-educational use without their consent.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games during instructional time.
- Bypassing the web filter through a web proxy.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol and drugs.
- Using any wireless communications device in any bathroom or locker room.
- Using Chromebook in the lunchroom during lunch.
- Using Chromebook in the gym.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow in the use of the internet just as you do in the use of all media information sources such as television, phones, movies and radio. Unless necessary, chromebooks will not be sent home with students in grades K-5. Should you want to opt out of taking a Chromebook home you may indicate that the Chromebook assigned to your child will stay at school each day. It will still be used in school but it will not go home.
- Check to see that your student's device comes to school charged each day.
- Make sure that the Chromebook is used by the student only, and not other family members.
- Make sure that the Chromebook and charger are returned to school at the appropriate times.

School Responsibilities

- Provide internet access
- Provide a Google Apps for Education Account, including Gmail
- Provide internet filtering of inappropriate materials as able
- School devices will be treated similar to school lockers. Johannesburg-Lewiston Area Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Johannesburg-Lewiston Area Schools District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in accessing, evaluating, and using information and ensure student compliance of the acceptable use policy.

General Use

1. Use caution when eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
3. Students should never carry their Chromebook while the screen is open.
4. Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
5. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
6. Students need to take their Chromebooks home with them every night to charge them, or turn them into the appropriate location if parents have chosen that option.
7. Chromebooks should not be left unattended, particularly in common areas, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds. Damage caused in these areas while unattended will result in charges for repairs.
8. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

Charging Your Battery

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Office for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment.

Screen Care

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.

School Use

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.

Chromebook Management

Johannesburg-Lewiston Area Schools Chromebooks are managed by the District's domain. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

Media, Sound, and Games

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

Chromebook Check-in and Check-out Repair

1. Chromebooks will be distributed each fall and collected each spring.
2. Parents and students must sign the Device Agreement as part of the annual registration process before the Chromebook will be issued.

Summer

Students will turn in their Chromebook at the end of the school year. Upon return to school the next year, the student will receive the same Chromebook that was issued the previous year, if possible.

Withdrawal

If a student withdraws from Johannesburg-Lewiston Area Schools, the Chromebook and charger will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook and charger may result in a complaint filed with the sheriff's department.

Repair

1. Chromebooks that are broken or fail to work properly must be reported to a staff member in a timely manner. The staff member shall report these damages to the tech office.
2. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.
3. No repairs shall be done by anyone outside of the Johannesburg-Lewiston Area Schools tech department or someone that they have assigned to fix the device. Any repairs done by other individuals will void the device warranty. Any additional repairs that are needed if found to have been damaged due to the unauthorized repair will result in repair charges not to exceed the cost of the device.

Materials Fee

1. Johannesburg-Lewiston Area Schools will not charge an annual materials fee for the use of the Chromebook. The first incident of damage will be repaired by the district provided the damage is not malicious or intentional.
2. Additional repairs to the device will be charged to the student but not to exceed the replacement cost of the device.
3. If the device is found to have been damaged and is not repairable due to liquid or intentional damage then the student will be responsible for the entire replacement of the device. This includes but is not limited to, liquid damage, throwing the device, damage caused in restricted areas that is outlined in the handbook.

Loss or Theft

1. Students (or parents) must contact the Johannesburg-Lewiston Area Schools Technology Office if there is loss or theft of the Chromebook that has been issued to that student.
2. If a device has been reported as missing, the student will have 5 school days to find the device before an invoice will be issued to the student for a replacement device. If the device is found after that date, the device will be given to the

student to do as they please. The device will also be released from Johannesburg-Lewiston Area Schools domain control.

3. If the device was stolen, a police report is required by insurance for replacement of the Chromebook. Students who lose their Chromebook and do not have a police report will be required to pay the full replacement cost.

Home Internet Access and Filtering

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete school work.
2. Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

District Provided Hot-Spots

1. If a student is provided a hot-spot device from JLAS, they are to use it for school purposes only. The device will be limited to the students assigned Chromebook only. No other device will be able to connect.
2. Disabling or trying to reset the hot-spot device to factory settings is strictly forbidden and will result in the device being turned off and possible disciplinary actions if the device is used for non-appropriate activities.

Saving to the Chromebook

1. Student work will be saved in the student's Google Drive Account atalconaschools.net. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to GoogleDrive files on other devices including laptops, tablets, and smart phones.
2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

Apps and Extensions

1. Johannesburg-Lewiston Area Schools manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.

Inspection

1. Chromebooks are property of the Johannesburg-Lewiston Area Schools District and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

Chromebook Operating System Updates

1. The Chromebook will update automatically every time the device is connected to the Internet.
2. If a Chromebook does not appear to be managed by **www.jlas.org**, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the appropriate Office.

Possible Disciplinary Actions

1. If the device is not brought to class “same as not bringing a textbook” the following actions could take place.
1st offense: Warning
2nd offense: Lunch Detention
2nd offense: Lunch Detention
3rd offense: In school suspension
2. If the device is brought to class not charged.
1st offense: Warning
2nd offense: Lunch Detention
3rd offense: Lunch Detention
4th offense: In school suspension

Johannesburg-Lewiston Area Schools

Agreement for Acceptable Use of Technology Resources

Students Grades K-8

Building Name

Student Name

I understand that I may sometimes be permitted to use the school's computers, electronic devices, and Internet at home to access learning resources because of the COVID-19 pandemic and related Executive Orders from the Governor. To use the school's computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian, teacher, or another school employee.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.

- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Parent/Guardian:

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share any information sent to my child via the school's Technology Resources that includes

personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

Student Name
Grade Level
Device / Condition
Serial Number

Electronic Permission Slip

CIPA, COPPA, FERPA, NETWORK USAGE & DEVICE USAGE

I have read the permission slip, Student Handbook and Acceptable Use Policy (AUP) form; I understand if a student breaks any of the rules of this agreement or the District's AUP, student consequences will be given.

_____ **YES**, I give permission for my child to use these web tools for learning.

_____ **NO**, I do not give permission to use these web tools for learning.

Student Name Printed: _____ Current Grade Level: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

OFFICIAL USAGE ONLY

Other Fee: Item: _____ \$ _____ Paid: _____

Other Fee: Item: _____ \$ _____ Paid: _____

Total Paid \$ _____

cc: parent/guardian, student file