Fort Recovery Middle School
Student Chromebook Acceptable Use Guidelines

Student: *I understand and will abide by the Fort Recovery Schools Chromebook and Internet Acceptable use Guidelines. I further understand that any violation of the regulations outlined is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.*

Parent/Guardian: *As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Fort Recovery School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue a Chromebook for my child throughout grades 3-5, and certify that the information contained in this form is correct.*

Insurance: *Fort Recovery Schools will be charging an annual technology fee of $20 for students in the Chromebook program. This fee covers insurance on the device. With this coverage the district will handle any accidental damage/repairs on the Chromebook. Limited to 1 major repair per year. (*See Chromebook Repair and Pricing Guide on pg. 7)*

Students who are issued a Chromebook will be consenting to the following:

1. Students are expected to take care of their Chromebook and will be assigned the same Chromebook the following year for grades 3-5.
2. Students will not leave their Chromebook unattended outside of the charging cart.
3. It is the student's responsibility to know the whereabouts of their Chromebook at all times.
4. It is the responsibility of the student to regularly charge the Chromebook's battery.
5. Students will keep food and beverages away from the Chromebook to avoid damage to the device.
6. Students are not to disassemble any part of the Chromebook or attempt any repairs.
7. Students are expected to use their issued Chromebook in ways that are appropriate and educational.
8. Students are not to place decorations (such as stickers, markings, etc.) on the district Chromebook.
9. Student Chromebooks are subject to inspection at any time and without notice.
10. Students will follow all guidelines as outlined in the Chromebook Acceptable Use Guidelines.
11. Students are responsible for all damage or loss caused by neglect or abuse.
12. Students agree to pay for Chromebooks, power cords, and battery in the event any of these items are lost or stolen.
13. Students agree to return the Chromebook and all district issued accessories in good working condition at the end of each school day.

Student Name (Please Print):_____

Student Signature: _____ **Date:** _____

Parent or Guardian's Name (Please Print): _____

Parent Signature: _____ **Date:** _____

Page 1 MUST be signed and returned before you can use your device

Fort Recovery Local Schools Chromebook Guidelines

The procedures, guidelines, and information within this document applies to all Chromebooks used at Fort Recovery Schools, as well as any other device considered by the principal to come under these guidelines. Teachers may set additional requirements for use within their classrooms.

Receiving Your Chromebook
Chromebooks will be assigned during the beginning of the school year. Students along with their parents will sign and return the Chromebook Acceptable Usage Guidelines before the Chromebook is assigned. Chromebooks will be returned to their charging stations at the end of each school day and will not be accessible outside of the school.

Taking Care of Your Chromebook
Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the Library Help Desk to have a trouble ticket created immediately. The quicker an issue is resolved, the less potential there is for that issue to impact functionality of the Chromebook.

General Precautions
- Food and beverages can damage your Chromebook. Students will be responsible for damages caused by spills.
- Cords, cables, and removable storage devices should be inserted into the device with care.
- Students should NEVER carry their Chromebooks while the screen is open, unless directed to do so.
- Chromebooks should remain free of any markings, stickers, or labels that are not the property of Fort Recovery Schools.
- Chromebooks should never be left in any unsupervised area.
- Students are responsible for ensuring their Chromebook's battery is charged for school each day by returning it to their assigned charging cart at the end of each school day.

Screen Care
Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure. To ensure that your Chromebook avoids issue with screen care, be sure to adhere to the following instructions:

-Do not lean on the top of the Chromebook when it is closed.
-Do not poke the screen.
-Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
-Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

Chromebooks Undergoing Repair
Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the Library Help Desk. Students are then responsible for the care of the loaner while in their possession.

Charging Your Chromebook's Battery
Students should place their Chromebook's inside the designated cart at the end of the day with the charger connected to ensure full charge the following day.

Acceptable Use Guidelines

General Guidelines
- Students are responsible for their ethical and educational use of the technology resources.
- Access to the Fort Recovery Elementary School technology resources is a privilege and not a right. Each student and parent will be required to follow the district's guidelines.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, computer configuration, or the files of another user without the consent of the individual or school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with the FRES Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the Chromebook, software, and internet.

Privacy and Safety
- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, address, social security number, or passwords to others.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that the site can be blocked from further access.

Legal Propriety
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure ask a teacher or parent.
- Plagiarism is a violation of the Fort Recovery Schools Academic Guidelines and Procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet.
- Use or possession of hacking software is strictly prohibited and violators will face disciplinary action.

E-mail
- Google Apps for education is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email during class use without permission.
- Student e-mail is subject to inspection by the school.

*** *The student in whose name a system account and/or a computer hardware is issued* ***
will be responsible at all times for its appropriate use

Prohibited Technology Resources and activities include, but are not limited to, the following:
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Using email, games, and other technology resources during inappropriate time without permission.
- Downloading or transmitting multi-player game, music or video files on the schools network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other accessing information.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other user's time and access.
- Intentionally wasting school resources.
- Bypassing or attempting to circumvent security protocols (VPN's, firewalls, proxy servers, etc.)
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations.

Consequences may include:
- Suspension of Chromebook privileges.
- Suspension with possible long-term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of e-mail and network communication are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

<p align="center">****Protecting Your Chromebook****</p>

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the Chromebook in a practical setting and avoid moving it around while it's running.

Chromebook Identification
Student Chromebooks will be labeled in the manner specified by the school. Students will not remove Fort Recovery Schools Property stickers or serial number stickers. If stickers have or appear to be falling off, students should take the laptop and sticker to the Library Help Desk Immediately. Once again, this Chromebook is property of the district and should be maintained as such.

Chromebooks Left in Unsupervised Areas
Under no circumstances should Chromebooks be left in unsupervised areas. Any Chromebook left unsupervised is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Intentional or Negligent Damage
Students are expected to keep the Chromebook in good condition. Failure to do so will result in fines depending upon laptop condition.

School District Insurance

Fort Recovery Elementary School will be charging an annual technology fee of $20, for students in the Chromebook program. This fee covers insurance on the device. With this coverage the district will handle any accidental damage/repairs on the Chromebook. This is limited to 1 major repair per year (see Chromebook repair and pricing guide on pg. 7). Our insurance will also factor into the replacement cost of the Chromebook based on the age of the device.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

Content Filtering

Fort Recovery Elementary School runs filters on all Internet connections to help prevent access to pornographic, obscene, or any other content that would be harmful to minors. Fort Recovery School District staff will be present to supervise and make certain students are not going to any harmful content. The filtering content is updated on a constant basis to ensure that recent harmful content is being blocked.

Access by Minors to Harmful Content

Since filters are not perfect, staff is instructed to supervise the Chromebooks the students are using to ensure that no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the Chromebook, and the staff member is to report the harmful content o\r the network administrator or technology coordinator so the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for Chromebook and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

Unauthorized Access

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of these guidelines and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

Unauthorized Disclosure

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to insure students' identification safety.

Enforcement

Violations of these guidelines will be handled consistent with Fort Recovery School District disciplinary procedures applicable to the relevant person or persons. Fort Recovery School District administrators may suspend, block or restrict access to network resources. Student violations may be subject to warnings, suspend, block or restrict access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and Federal laws will result in legal prosecution. Examples of these laws include but are not limited to, Cyber Law's, Federal Communities Laws, Federal Wire Tap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and The Digital Millennium Copyright Act.

Chromebook Guidelines Frequently Asked Questions

Can students use the Chromebook throughout my career at Fort Recovery Elementary School?
Yes. The concept behind the Chromebook is to provide enough power to do general activities (web browsing and office applications) whose requirements haven't changed in the last several years.

What if I already have another model or brand of Chromebook or laptop computer?
To ensure all safety measures can be enforced, students are required to use the assigned Chromebooks from FRES, students cannot bring their own device from home for use in their classes.

Does Fort Recovery Elementary School provide maintenance on my Chromebook?
Yes. The Tech Coordinator will coordinate maintenance for students. However, maintenance records will be kept and repeated requests will be reviewed to avoid owner abuse/misuse of a Chromebook.

What will I do without a computer if my Chromebook is being repaired or while I am replacing it if it is lost or stolen?
Fort Recovery Schools are using Chromebooks to supplement its curriculum, meaning that it is quite feasible to participate in classes without one. There will also be a limited number of Chromebooks that can be loaned out. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

What has the school done to help prevent students form going to inappropriate sites?
FRES has software which is designed to help monitor internet usage and all websites that are accessed. This software blocks inappropriate sites and also logs a history of every site that each user accesses. If a site gets by the filter, FRES can immediately add it to the filter to be blocked.

Are student Chromebooks subject to school "snooping"; what if they bring their Chromebooks in for repairs and "objectionable data" is found?
Inappropriate material on Chromebooks should be reported to the classroom teacher, principal, or Tech Coordinator immediately upon identification. Students who have objectionable data found on their Chromebooks, but have failed or chosen not to report it, will be referred to the principal's office for disciplinary action.

What happens if the accessories to my Chromebook are lost, broken, or stolen?
In the event that Chromebook accessories are stolen, you should report the lost items to the Principal's office. All costs for replacing the items are the responsibility of the student. (See Chromebook Repair and Pricing Guide on pg. 7)

Chromebook Maintenance and Replacement

Receiving a broken Chromebook
If a student receives a Chromebook and finds that it is not working properly, it needs to be brought to the Library Help Desk for testing and repair. If it is indeed broken, and the student is not deemed responsible, there will be a replacement device issued at no charge.

Free Repairs
Fort Recovery Schools offers several repairs and services to student devices. Any minor fix is free of charge, such as replacing screws or installing new software. Students are also entitled to 1 free major fix for student devices. A major fix usually requires a replacement component for a student's device. Once that fix has been applied and recorded, any major fixes in the future will be charged at the cost detailed in the Chromebook repair and pricing guide. The free repairs are only applied to devices that need repaired, not instances in which students have misplaced a laptop component or accessory.

If the Chromebook is damaged beyond repair and needs to be replaced, we will follow this deductible scale:

Year 1 Deductible= $200
Year 2 Deductible= $150
Year 3 Deductible= $100

*The year is based on the age of the Chromebook not the student's time in the program.

Chromebook Repair and Pricing Guide

Services Provided at NO CHARGE:	**Repair Services and Pricing Guide:**
-Password Reset -User account support -Operating System Support -School Software Support -Coordination of Warranty Repair	- Screen replacement Major Repair ($50) - Full Keyboard replacement Major Repair ($35) - Out of Warranty Battery replacement: Major Repair ($35) *Batteries have a 1 Year warranty

Service and repairs will be documented in the FR Help Desk Ticket Software and reviewed to ensure the proper use and/or maintenance of the Chromebooks. Excessive request for service/repair is subject to review by the school administration.