

Louisville Public Schools

1:1 Acceptable Use Agreement



Louisville 1:1 Chromebook Program

An HP 360x G2 EE Chromebook is being offered to your child to improve and personalize his/her education this school year. It is essential that the Louisville Public Schools Technology Acceptable Use Agreement be followed to ensure the safe, efficient, and ethical operation of the district's device.

In order for your child to use the chromebook in class and to take it home, you must be willing to accept the responsibilities and terms outlined within this document.

There is no fee to use the district-issued chromebook. **However, there will be a fee for damages or replacement.** In the case of theft or accidental breakage in the course of normal, educational use, the administration of Louisville Public Schools may elect to waive the repair or replacement fee.

At the end of the school year, each student will turn in the loaned device and its power cable for inspection. **Fees will be charged for any damage and/or missing charging cables.**

Students in grades 6-12 will be allowed to take their devices home. Devices for students in grades K-5 will remain at school unless the teacher or administration deems differently.

*Note: Chromebook Carrying Cases are recommended (Walmart, Amazon, etc) but will not be provided. Chromebooks can be carried in backpacks, however, damages are more likely to occur if the chromebook is left loose.

Parent Resources, Responsibilities and Terms:

As a parent, you have full authority to set up rules, boundaries, and/or expectations of electronics use in your home just as rules/boundaries/expectations are set at school. Please work with your child to designate visible charging and storage areas (avoid the bedroom), talk about the amount of time spent on electronic devices, model and discuss the proper use of technology, and address digital citizenship issues regularly. Parents are encouraged to take a look at student usage histories, messages, music, photos, class projects, etc. on a regular basis.

Louisville Public Schools uses ContentKeeper as a web filter for school and home that is aimed at protecting students from explicit and inappropriate content on the internet. Common Sense Media is also a valuable resource for parents raising digital teens. (commonsensemedia.org)

Parents may also opt to view a student's (or multiple students) course events, upcoming assignments and grades using the Schoology app. Schoology is the Learning Management System used by Louisville Public Schools. Course grades are also available through the SIMS link on our website.

A parent/guardian signature on the Acceptable Use Agreement indicates that you agree to:

- Read the Technology Acceptable Use Agreement and discuss it with my child.
- Supervise my child's use of the device at home.
- Make sure my child charges the device nightly and begins the school day with a fully charged battery.
- Make sure my child brings the device to school each day.
- Discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will not attempt to repair the device.
- Report loss/theft or damage of the device to the Technology Department immediately.
- Will not change or attempt to change the configuration of software or hardware.
- Allow the school administration and faculty to inspect and examine the device and content at any time.
- Agree the device is returned to the school when requested or upon my son's/daughter's withdrawal from the Louisville Public School District.

Student Responsibilities and Terms:

A student signature on the Acceptable Use Agreement indicates that you agree to:

- Students will receive instruction from school district staff on the proper use of the device.
- Students will be able to take the device home during the school year provided both student and parent sign the device agreement form.
- Students must take all precautions to prevent theft; for example, do not leave the device unattended.
- Students must take precautions to prevent damage to the device; for example, do not leave the device where there is a danger of coming in contact with moisture or excessive heat or cold. This would include protecting the device from inclement weather.
- Students must keep the cover closed when not in use.
- Students must not use the devices to purchase goods and services via the internet while on school grounds or at school functions. Students are to use the device to access only socially and educationally appropriate materials and websites.
- Students are to use the device in accordance with the Louisville Public Schools Internet Acceptable Use Policy and device agreement and maintain the device in accordance with the procedures and information provided.
- Devices and device accessories are the property of Louisville Public Schools and must be returned at the end of the academic year, upon withdrawal from the Louisville Public Schools or at the request of a teacher, administrator or technology personnel.
- Since the device is the property of Louisville Public Schools, teachers, administrators or technology personnel have the right to review all material stored on or accessed by any device at any time. School officials may revoke a student's device use privileges for misuse or violation of policies.
- Students will not attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Students will not give out personal information, such as name, address, photo, or other identifying information online.
- Students will not use the device to record (audio or visual) others without their permission.
- Students will not use the device to photo or download pornographic materials.
- Students will not change or attempt to change the configuration or management settings.
- Students will not attempt to repair, alter or make additions to the device.

Additional Information/Clarification

Usage Fee

Louisville Public Schools does **NOT** charge a usage fee. However, repair and replacement costs will be charged should the need arise. Personal devices will **NOT** be allowed in replacement of a school issued device in the classroom and are **not allowed at school for any reason.**

General Precautions

The Chromebook and power cable are **school property**. All users will follow these expectations as well as the Louisville Public Schools Technology Acceptable Use Agreement.

- Cords, cables and external devices must be inserted and removed carefully from the device to prevent damage.
- Notes, worksheets, and other classroom materials or supplies should never be physically stored inside the Chromebook. Closing the covers on such items has the potential to break a hinge or screen, both of which are costly to repair.
- Students are responsible for keeping devices charged for each school day.
- Use **ONLY** a clean, soft cloth to clean the screen, do not use cleansers of any type. If you need assistance, please visit the Technology Office (room 262).
- The device must remain free of any writing, drawing, stickers, or labels that are not the property of the Louisville Public School District.
- Devices must never be left unsupervised or shared with others.

Chromebooks that are broken or fail to work properly must be taken to the Technology Office (room 262) for an evaluation of the equipment. Parents will be notified if fees are charged.

Device Management

Chromebooks will be managed through the Google Management Console and GoGuardian. Student use of the Chromebook during the school day will be visible to school staff through GoGuardian Teacher.

Using Your Device at School

Chromebooks are intended for use at school each day. Students are responsible for bringing their charged device to all classes. **Personal devices (computers, iPads, tablets, etc) are not allowed at school for any reason.**

Louisville Chromebook General Classroom Rules/Expectations

- When the class begins (at the bell) all devices are to be closed and placed on or under students' desks or in an otherwise designated spot in the classroom. Devices are not to be opened or used unless directed to do so by the classroom teacher.
- While the teacher is actively teaching and devices are being used, all devices are to be placed flat on the student desk.
- The following electronic activities are NOT allowed during instruction or student work time, unless the classroom teacher gives explicit permission:
 - gaming
 - social networking
 - messaging
 - email
 - recording of sound, pictures or video
 - personal, undirected browsing or searching
 - using headphones and/or listening to music
- Students are **NOT** allowed at **ANY TIME** to record audio, video or take photos of other students or staff without their explicit permission.

Any violation of the above rules/expectations, additional teacher classroom device rules, or the 1:1 AUA may result in the confiscation of the student's device. The device may only be returned to the student by Mr. Schwartz, Mr. Mathis, Mr. Simons or a staff member designated by one of them.

Repairs/Loaners

Devices will be repaired as soon as possible. Loaners (when available and at the discretion of the technology department) will be provided until repairs are made.

Students are subject to consequences for failure to return a loaner device to the proper place and are entirely responsible for damages that may occur during the lending period.

Personal devices will **NOT** be allowed in replacement of a school issued device in the classroom and are **not allowed at school for any reason**.

Note: Loaner Chromebooks may NOT be the same model as the 1:1 device.

Students will be responsible for replacement or repair fees on all breakages to their own device or to someone else's device and charged full replacement cost for those devices that are lost or unrepairable. A detailed record will be kept on each student so all loss and/or breakage will be noted. Determination of fault is the discretion of technology personnel and administration. Failure to pay for repair or replacement fees could result in loss of take home privileges.

Managing Your Files and Saving Your Work

Use Google Drive to backup your assignments and save your work. G Suite apps auto-save but you may need to upload PDFs and other file types in order to access them later.

Printing

Printing is not allowed for students from student devices.

Personal Apps/Content

Apps, Extensions, Add-ons will be managed by Google Management. Students will not have access to the Google Play store or the Chrome Web Store.

Device Identification

Student devices will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels. The Google Management Console tracks users of the device. If damage or theft occurs, the last user will be suspect. Please be sure to logout when you are finished with the device and never share your login credentials.

E-mail

The only email account that students are allowed to access while using a school-issued device is that student's Louisville Public Schools Google account (@lpslions.org). Please note that emails sent via the Google server and accessed on school-issued devices are not private and may be reviewed at any time and without notice. Exceptions to personal email accounts can be made to graduating seniors of the given year for scholarship application purposes and students enrolled in college coursework that requires that Institution's email address.

The following rules will apply when using a school email account:

- Your school-issued email account should be used for school approved websites and apps only. Using your school account to sign up for third party applications without permission is prohibited. Doing so increases vulnerability of your account and potentially places the school network at risk. If you aren't sure, don't share.
- THINK before you send! Is the information True? Helpful? Inspiring? Necessary? Kind?
- Consider your audience and use appropriate language, grammar, etc. in your correspondence.
- Never send an email in anger or frustration with another person.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.

Supervision

Under no circumstances should Chromebooks or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, locker rooms, common areas, bathrooms, buses and hallways. Any device left in these areas is at risk of being stolen.

* Lockers are to be locked when storing any technology equipment. This includes, but is not limited to, the Chromebook and the power cable. (It is recommended that the power cable remain at home.)

** Unsupervised devices will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her device once it has been issued.

***Louisville Public School owned Chromebooks have been registered by serial number to the school and will be made useless once reported lost/stolen by student and/or parent.

Integrity and Civility

Students are responsible for the ethical, socially appropriate and educational use of the technology resources of the Louisville Public Schools.

Access to Louisville Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the LPS Technology Acceptable Use Agreement (Appendix 1) and the LPS Student Internet and Computer Access Policy (Appendix 2).

Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, inappropriate images (includes inappropriate images such as weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc...being used as a screensaver, etc) and harmful bugs or viruses. These types of pictures on the device or within its files will result in disciplinary action and where appropriate, referral to law enforcement.

Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the building principal or his/her designee(s), will be considered an act of vandalism and subject to disciplinary action. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

Under no circumstances should devices be opened or turned on while in the locker room or restroom areas.

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

" Cheating " Plagiarizing " Falsifying Information " Violating Copyright Law " Hacking "

Gaining unauthorized access to any network or device

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Consequences

Consequences for violating any terms of this agreement will be determined by building administration in accordance with school policy and the student handbook.

1:1 Acceptable Use Agreement Signature Page

I, _____ (print parent/guardian name) have received a copy of the Chromebook Acceptable Use Agreement and have thoroughly read the guidelines established for Louisville Public Schools with my student/s. I agree to support these established guidelines.

Parent Signature

Date

Student/s you are signing for

***This signed form must be returned to the office before a new device will be issued to the student.**

Appendix I

LOUISVILLE PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE AGREEMENT

The use of technology and the Internet at school is a privilege, not a right. In addition, students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time. Technology privileges may temporarily be revoked at any time for inappropriate behavior, conduct or vandalism. Repeated misuse may result in permanent loss of technology privileges. All users are expected to abide by the generally accepted rules of school policy and network etiquette. These include but are not limited to the following:

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Students are expected to maintain high integrity when using the Internet, applications, devices and other technology tools provided by the school district.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their name, school, address, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.

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10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.
15. Students should not link their Google accounts for school to any other accounts and applications other than those required for school.
16. Students should not transmit language/material that is profane, sexual, obscene, abusive or offensive to others through school accounts such as Google and Schoology.

C. Care of Equipment

1. Classroom or Lab devices, including but not limited to iPads, Computer Towers, Keyboards, Mice, and Chromebooks, should be handled gently and with care. Students will follow established classroom/building procedures for checking out and checking in equipment used at school.
2. Accidental damages shall be reported immediately to supervising teachers or the main office of the building.
3. Students will be held financially responsible for damage to school devices up to the cost of replacement when negligence or intentional harm has been determined.

Electronic mail, network usage, and all files stored on a school-issued device is not to be considered confidential and may be monitored at any time by designated Louisville Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

Appendix II

5037 Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their name, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

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II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server- based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and d. Other discipline as school administration and the school board policy deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.