

QUINCY COMMUNITY SCHOOLS



Student Device \ Electronic Use Policy Handbook

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 Quincy Community 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, 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
 - iii. Seventh to Twelve
 - 1. Classroom
 - 2. Drive
 - 3. Sites
 - 4. Gmail
- 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.

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. This permission form allows the school to act as an agent for parents in the collection of information within the school context. <http://www.ftc.gov/privacy/coppafaqs.shtm>

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

Quincy Community 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 Quincy Community School District owns the device and will loan them to the students as a tool to support their learning experience. Students electing to take home the device 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 Quincy Community 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 lid “top” of 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 IBOSS 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.

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

- 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. Quincy Community Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Quincy Community 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.
7. Chromebooks should not be left unattended, particularly in the 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 Technology 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. Do not place anything in the carrying case that will press against the cover.
4. 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 may be contacted.

Chromebook Management

Quincy Community Schools Chromebooks are managed by the domain **quincyschools.org**. 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 a Chromebook for use during that school year.

Withdrawal

If a student withdraws from Quincy Community Schools, the Chromebook and charger will be returned at the time of withdrawal. Students will be responsible for paying for any eligible 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.

Seniors

Seniors will be notified of their return date for the device. Seniors with any unpaid fines, including Chromebook charges, may not be able to walk at graduation until those fines are paid.

Foreign Exchange Students

Foreign exchange Students will be issued a Chromebook at time of enrollment. When a Foreign exchange student graduates or withdrawals from QCS, they will be required to return the assigned Chromebook.

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 Quincy Community 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.

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 QCS, 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 at QuincySchools.org. 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 Google Drive 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. Quincy Community 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 Quincy Community School 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 **quincyschools.org**, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the Technology Office.

Materials Fee (Quincy Schools Student Technology Insurance Protection Plan)

1. Quincy Community Schools will charge an annual \$25 premium for anyone planning on taking an assigned School District Chromebook off school premises. If you have a financial hardship, we do not want to take this opportunity away from you child; please speak with your Building Principal or contact our District Technology Coordinator for help.
2. Limit of Plan Liability: Maximum of \$200.00 annually can be used for eligible damages for each separate device covered under this plan.
3. Effective date of coverage is based on payment of the materials fee and effective date of this signed agreement during the current school year.
4. Expiration date for coverage is the last day of the current school year or the last day the student is enrolled at the district during the current school year.

Coverage (Quincy Schools Student Technology Insurance Protection Plan)

1. Accidental Damage: Pays for accidental damages up to \$200 caused by drops or other similar unintentional events.
2. Theft: Pays for loss or damage of the electronic device due to theft. The student (or parents) must contact the Quincy Community Schools Technology Office if there is loss or theft of the Chromebook that has been issued to that student. The claim may also require a police report to be filed. Students who lose their Chromebook and do not have a police report filed may be required to pay the full replacement cost. 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.
3. Fire: Pays for loss or damage of the electronic device due to fire. The claim may also require an official fire report from the investigating authority.
4. Electrical Surge: Pays for damage to the electronic device due to an electrical surge. Must be investigated by the Technology Coordinator to confirm.
5. Natural Disasters: Pays for the loss or damage of the electronic device caused by natural disasters.

Coverage Exclusions (Quincy Schools Student Technology Insurance Protection Plan)

1. Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with dishonest, fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of the repair/replacement.
2. Consumables: Including but not limited to a case if one is provided, the charger (\$30) and software. Cosmetic damage that does not affect the functionality of the device is excluded. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers.
4. Voiding the manufacturer's warranty by tampering with the device or system software.
5. Quincy Community Schools is not liable for any loss, damage (including incidental, consequential or punitive damages) for expense caused directly or indirectly by the equipment.

Electronic Use Agreement/Electronic Device Accident Protection Plan

CIPA, COPPA, FERPA, NETWORK USAGE & DEVICE USAGE

I have read the Student Device 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, the student(s) are subject to disciplinary consequences **(Please return this form and payment to your school office)**

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

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

Student Name Printed: _____ Current Grade Level: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

_____ **Yes**, I will participate in the Quincy Schools Student Technology Insurance Protection Plan for school devices. I agree to the provisions outlined in the policy terms above and understand that:

Enrollment in this plan, or proof of same or better coverage, is required for anyone planning on taking a school district electronic device home. If you have a financial hardship, we do not want to take this opportunity away from you child; please speak with your Building Principal or contact our District Technology Coordinator for help.

1. The policy only covers the school issued electronic device and does not cover the charger or case (if provided).
2. This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to scratches, dents, and broken plastic parts or connection ports.
3. Damage as a result of a violation of the Electronic Device User Agreement is not covered; including but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
4. Damage to the device is still the responsibility of the individual student.
5. Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify the device removes manufactures protections.
6. Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
7. The enrollment cost for this program is non-refundable.

OFFICIAL USAGE ONLY

Device ID: _____

Device Insurance Payment: (1:1 devices) \$ _____ Paid: _____

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

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

Total Paid \$ _____