

A. R. Rucker Middle School



Acceptable Use Policy (AUP) **&** ***Chromebook Policy***

A. R. Rucker Middle School

Acceptable Use Policy and Chromebook Policy

Statement of Purpose

A. R. Rucker Middle School is pleased to offer our students individual access to Chromebooks and access to classroom computers, the Internet, and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet far outweigh any disadvantages. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Chromebooks and other devices are used as tools for research and education and, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of Lancaster County School District. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

Policy Coverage

The policies, procedures, and information within this document apply to all technology used at A. R. Rucker Middle School by students, staff, or guests, including any other device or technology considered by the Administration to fall under this policy. Teachers may set additional guidelines for Chromebook use in their classrooms.

Children's Internet Protection Act (CIPA)

It is the policy of Lancaster County School District and A. R. Rucker Middle School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

Children's Online Privacy Protection Act (COPPA)

COPPA (Children's Online Privacy Protection Act) causes any website that collects information such as name and email address (the information needed to create a unique account) to prohibit use by children under 13 without parental consent.

Google Apps for Education, a COPPA-compliant entity, does not sell any student information, advertise, or use data for unauthorized purposes.

Understanding of Access

Before a Chromebook is issued for use or a student is allowed to use any A. R. Rucker technology, students and parents or guardians must sign an *Acceptable Use Policy* and *Chromebook Policy Agreement*.

Consistent with district policy, students enrolled in A. R. Rucker Middle School will have access to the Internet unless parents sign a waiver restricting access. Recently, Internet-based resources have become more interactive, allowing students to collaborate and to publish work that is visible to a wider, often global audience through resources such as a classroom blogs, presentations, and multimedia. Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging, podcasting, and video production offer an authentic, real-world vehicle for student expression. Publishing pictures and class work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Student-images and work would only be included on websites without identifying captions or last names. Again, as educators, our primary responsibility is student safety. Hence, expectations for online classroom behavior and Internet safety have been established.

Internet Safety

- a. **Users.** Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- b. **Personal Safety.** In using the network and Internet, users should not reveal personal information such as names, home address, telephone number, school name, location, etc. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- c. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- d. **Active Restriction Measures.** Lancaster County School District uses filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, antisocial, or illegal. The use of anonymous proxies to bypass content filters is strictly prohibited. The school also monitors the online activities of students through direct observation and/or technological means. With Google Dashboard, teachers can also monitor student use and restrict access.

School Responsibilities

- a. Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum.
- b. Use networked resources in support of educational goals.
- c. Treat student infractions of the *Acceptable Use Policy* and *Chromebook Policy* according to the *District [Discipline Policy](#)*.
- d. Provide alternate activities for students who do not have permission to use the Internet.

Student Use of Internet Tools

The use of Internet resources is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of email and other Internet tools. This includes, but is not limited to profane, racist, sexist, bullying, or discriminatory remarks. Students contributing through the use of Internet tools are expected to act safely. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers).

Students who do not abide by these terms and conditions may lose their Internet access privileges as specified in the *District [Discipline Policy](#)*.

Responsibility for Electronic Data

Students are solely responsible for any data, apps or extensions on their Chromebooks that are not installed by a member of the A. R. Rucker staff. Students are responsible for backing up their data to protect from loss. Users of A. R Rucker technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the A. R. Rucker online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Unacceptable Usage of Computers and Networks

The user is responsible for all his/her actions and activities involving the network and online. Examples of prohibited conduct include but are not limited to the following:

- a. Accessing materials/communications, or sending, creating, or posting materials that are:
 - i. Damaging to another person's reputation
 - ii. Abusive or obscene
 - iii. Threatening or demeaning to a person's gender or race
 - iv. Sexually-oriented
 - v. Contrary to the [District's policy on harassment](#) or cyberbullying
 - vi. Illegal
- b. Gaining unauthorized access to wired or wireless network resources.
- c. Using the school's computers or network for illegal activity such as copying software or other violation of copyright laws.
- d. Using the school's network for private financial or commercial gain.
- e. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
- f. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
- g. Using or attempting to use another person's username or password.
- h. Posting or plagiarizing work created by another person without his or her consent.
- i. Posting anonymous messages or accessing learning games using anonymous user names
- j. Using the network for commercial or private advertising.
- k. Forging email messages.
- l. Attempting to read, alter, delete, or copy the email of other system users.
- m. Using the school's computer hardware, network, or Internet link while access privileges are suspended.
- n. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- o. Attempting to alter the settings and/or configuration of a computer or any of the school's software.

Cyberbullying

A. R. Rucker considers/treats cyberbullying the same as in-person bullying. Cyberbullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet. Some examples of cyberbullying include a) Pretending to be someone else online to trick others b) Spreading lies and rumors about others c) Tricking people into revealing personal information d) Sending or forwarding mean text messages e) Posting pictures of people without their consent.

Ownership of the Chromebook

Lancaster County School District retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a one-year period, renewable each year. Moreover, the A. R. Rucker Middle administrative staff and faculty retain the right to inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware and any customization that is deemed inappropriate.

Receiving and Returning Your Chromebook

Chromebooks will be distributed in January. Students will receive a Chromebook at the beginning of the school day. If a student arrives after enrichment, the student will not be issued a Chromebook. The student will use the classroom desktop. Parents and students must sign and return the *Acceptable Use Policy* and *Chromebook Policy* documents before the Chromebook can be issued to their student. Student Chromebooks and accessories will be collected at the end of the school day for charging. If a student leaves school early, the student will return the Chromebook to their homebase classroom or Room 317, in the event the classroom is unoccupied.

If a student is new to A. R. Rucker Middle School, a parent/guardian will meet with Ms. Lymus to review technology agreement forms, policies, and procedures. Once a student/parent agreement form is signed, the student will be issued a Chromebook. If a student withdraws from school, Ms. Lymus will collect the Chromebook.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to Room 317 for service. If a loaner Chromebook is available, one will be issued to the student until his/her Chromebook can be repaired or replaced.

General Care Precautions

- a. No food or drink is allowed next to your Chromebook while it is in use.
- b. Chromebooks must be **Shut Down Properly** at the end of each day and when not in use.
- c. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- d. Students should never carry their Chromebook while the lid is open.
- e. Chromebooks should never be shoved into a locker or book bag as this may break the screen.
- f. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- g. Always bring your laptop to room temperature prior to turning it on.
- h. Never leave the Chromebook in an unsecure location or take it into the restroom.
- i. Students may not remove or interfere with the serial number or other identification tags.
- j. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys.

Carrying the Chromebook

A sling bag will be provided to each student for carrying the Chromebook in the building. It will only provide basic protection. It is not designed to prevent damage from drops or abusive handling. For example, students should not toss the bag or drop the bag. Students should not carry a Chromebook with the lid open.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a. Do not lean on top of the Chromebook.
- b. Do not place anything near the Chromebook that could put pressure on the screen.
- c. Do not place anything in a backpack that will press against the cover.
- d. Do not poke the screen with any object, including fingers.
- e. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- g. Do not use window cleaner or any type of liquid or water on the Chromebook.

You may clean the screen with a soft, dry anti-static, microfiber cloth or pre-moistened eyeglass cloth.

Using Your Chromebook at School

The Chromebook is intended for use at school daily. Students must be responsible for bringing their Chromebook to all classes, including exploratory classes, unless specifically advised not to do so by their teachers.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used with teacher permission. A. R. Rucker Middle may provide earbuds for students' use. A student may choose to provide their own small, wired, earbud type headphones for personal use.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drives, or they may save to an external memory device such as an SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook and Bags

Chromebooks and bags must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of A. R. Rucker Middle. Spot checks for compliance will be done by administration and teachers at any time.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Installing Additional Software

Students are unable to install additional software or apps on their Chromebook other than what has been approved by Lancaster County School District.

Inspection

Random Chromebook inspections will happen. The purpose for inspection is to check for proper care and maintenance. All Chromebooks will be inspected at the end of the year to identify damage and arrange for repair.

Chromebook Identification

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

Devices should be stored in the Chromebook cart located in their classrooms or in their lockers with the lock securely fastened. Nothing should ever be placed on top of a Chromebook.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to Room 317. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

Loaner Chromebooks may be issued to students when they leave their devices for repair with the IT Coordinator or IT Administrator. If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook. Repaired Chromebooks will be restored to original factory settings. It is important that students keep school data synced to cloud drives so documents and class projects will not be lost. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Chromebook Technical Support

Students should report any breach of password or Chromebook operation issues by submitting a help request. This form is accessible on the A. R. Rucker website. Also, students may visit Room 317 during office hours, if teacher permission is given.

Mandatory Form to be Signed and Returned

Please insure that you and your child(ren) sign and return the student/parent agreement form. This form is needed prior to receiving a Chromebook.

Student/Parent Agreement

Rules and regulations are necessary in order to allow you to use technology. In order to use technology resources, I understand and agree to the statements below and I will abide by the A. R. Rucker Middle *Acceptable Use Policy* and *Chromebook Policy guidelines*.

Darken each circle acknowledging that you have read and understand the expectation. You may ask for clarification.

- I will take care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured/unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will keep food and liquids away from my Chromebook since they will damage the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Lancaster County School District.
- I will follow the policies outlined in the *Acceptable Use Policy* and *Chromebook Policy*.
- I agree to pay the full replacement cost of my Chromebook or power cord/charger in the event that any of these items are damaged by misuse or abusive handling.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of the school day.
- I understand that failure to timely return the device and the continued use of it for non-school purposes without the school's consent will be considered unlawful use of public school property.

Should I commit any violation, I understand access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

Student Signature: _____ Date: _____

Student Printed Name: _____ Grade: _____

Homebase Teacher _____

I have read A. R. Rucker's *Chromebook Policy* and *Acceptable Use Policy* guidelines and grant permission for my student to participate in the initiative. I will assist my child in abiding by these guidelines.

Parent Signature: _____ Date: _____