Gaston School District Chromebook - Responsible Use Procedures and Guidelines

1. District Devices

1.1 Check-In

Chromebooks will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Gaston School District during the school year, their Chromebook will be returned at that time.

1.2 Return Policies

Individual school Chromebooks and accessories must be returned to the designated school location or Information Technology (I.T.) Department at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Gaston School District for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability.

The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Responsible Use Policy, Procedures and Guidelines (this document) and must return the device and accessories in satisfactory condition.

1.3 Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide and/or remove GSD identification tags will be subject to disciplinary action.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.

2.1 Carrying Chromebooks

The Chromebook should always be stored responsibly. A case or cover protects the Chromebook and provides protection when carrying at or away from school. Care must be taken when placing the Chromebook within its case into backpacks, folders and/or workbooks to avoid placing pressure and/or weight on the Chromebook screen.

2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are

particularly sensitive to damage from excessive pressure on the screen.

• Do not lean on the top of the Chromebook when it is open or closed.

• No objects should be placed on the keyboard.

• Do not place anything near the Chromebook that could put pressure on the screen

• Do not place anything against the screen that will press against the cover.

• Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.

• Do not "bump" or "drop" the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

2.3 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in a safe place. Nothing should be placed on top of the Chromebook when stored in bags. Chromebooks should never be stored in a vehicle at any time due to the possibility of theft.

Do NOT leave your Chromebook in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.4 Chromebooks Left in Unsecured Areas

Under no circumstances should Chromebooks be left unsecured. Any Chromebook left unsecured is in danger of being stolen or damaged. Violations may result in loss of Chromebook privileges and/or other privileges.

Students are responsible for their district devices both in and out of schools and the home. It is **not** the responsibility of a coach, parent, sibling, or teacher to protect and/or store the device when checked out to families.

3. Using Your Chromebook

Chromebooks are intended for use for class time each day and as such students are responsible for using their Chromebook for schoolwork unless informed otherwise by the classroom teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, schedules, and other district resources may be accessed using the Chromebook.

3.1 Chromebook Repair

Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability but the district will make every attempt to reduce downtime for students.

3.2 Charging Your Chromebook's Battery

Students need to charge their Chromebook each evening. ***Only charge your Chromebook with the GSD provided charger.***

3.3 Sound, Music, Games or Programs

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited. All pictures and documents must comply with copyright law.

3.4 Printing

Printing is not supported from district Chromebooks. Please share files using Google Drive.

3.5 Internet Access Off Campus

Internet access *is filtered* when using GSD Chromebooks off-campus in compliance with district policies and CIPA federal law. Students are allowed to access other wireless networks when they are off campus. Devices are filtered using Securly.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Students will save work in their district provided cloud-based or network storage drives on Google. It is recommended that students store files in their Google Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

5. Software on Chromebooks

5.1 Originally Installed Software

The software/apps originally installed by Gaston School District must remain on the Chromebook at all times.

5.2 Additional Software

The use of the student's school provided Chromebook is for educational purposes only. Gaston School District will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Additional classroom-appropriate apps may be installed but again, only if for educational purposes only. At no time are students to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

5.3 Updates

Updated versions of licensed software/apps will be deployed via the I.T. Department. Updates may occasionally require a system restart.

6. Responsible Use

6.1 System Security

● Students must protect access to their own devices through the use of passwords and privacy settings at all times.

● Students will log on to the network only as themselves.

● Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.

● Students will immediately notify a faculty or staff member if they have identified a possible security problem.

● Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures. **Failure to comply will result in loss of computer/network privileges and possible disciplinary action.**

6.2 Intellectual Property and Privacy

● Students will not copy or transfer any copyrighted material(s) to or from computers on the Gaston School District network.

● Students will not plagiarize words or phrases found in books, on the Internet, or on other online

resources.

● Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.

● Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies carefully before posting or adding content that may be viewed by others presently or in the future.

6.3 Inappropriate Language and Harassment

● Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Gaston School District, whether in public or private messages.

● Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

● Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.

● Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.

● Students will not post private or false information about another person.

6.4 Student Acknowledgement and Agreement

● Students continuously represent the Gaston School District whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.

● Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.

● If students knowingly enable others to violate these rules, students may lose their access to GSD computer resources that include their device, district network, email, or internet access.

● The district has software and systems in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.

● Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.

Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.