

October 2014

## **Hillsborough City School District One to World Acceptable Use Policy for Chromebook and Google Apps for Education Account**

The Hillsborough City School District One to World project provides a Chromebook device and Google Apps for Education account to Crocker Middle School students. All Crocker students will be issued a Dell Chromebook and a Google Apps for Education (GAFE) account to support student learning and enrich the learning environments within the classroom.

The Chromebooks and GAFE accounts are the property of the Hillsborough City School District (HCSd) at all times. Therefore, there is no assumption of privacy. The Hillsborough City School District reserves the right to inspect student Chromebooks and GAFE accounts at any time during the school year. All students are expected to show good judgment and responsibility with the use of the device and associated tools.

The goal of the HCSd One to World project, which is providing Chromebooks and GAFE accounts, is to support the academic program and student learning. For purposes of this document, Chromebook refers to the Chromebook device, GAFE account and associated applications. Additionally, damage refers to anything that hinders the use of the device and is beyond normal wear and tear. Therefore, all students and parents/guardians must acknowledge and agree to the following conditions of use:

### **I. General Expectations:**

- a. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations for the use of technology and within this Chromebook agreement.
- b. Students may not remove or circumvent the management system installed and used on the HCSd Chromebooks. This includes removing restrictions or “jailbreaking” the device. All profiles must remain installed, with nothing added.
- c. Students may only use the Chromebook and integrated webcam for academic purposes and homework. No recordings or images of any student or adult may be taken without permission.
- d. When using the Chromebook during class, students must be on-topic (playing games, chatting, emailing or surfing the web during a lesson or project is not appropriate).
- e. During class, sound must be muted unless permission is obtained from the teacher for instructional purposes.
- f. Students are permitted to take the Chromebook home.
- g. Students are expected to have their fully charged Chromebooks at school each day.
- h. Students may connect the Chromebook to wireless networks outside of school.
- i. Chromebooks must always be within a protective case when being transported. A carrying case has been provided to students.
- j. Students may not remove or alter the “asset tag” or other labels on the Chromebook.

## **II. Chromebook Distribution and Care:**

- a. The Chromebooks and GAFE accounts issued to students are the property of HCSD and are loaned as tools for learning.
- b. The Chromebooks are configured and managed by HCSD; they must remain under the student's HCSD provided account profile. The student may not add a personal Google profile to the device.
- c. No student may be issued a Chromebook or GAFE account without a signed and returned Acceptable Use Agreement.
- d. The Chromebooks, brand specific power cable, and protective case are to be returned prior to the end of each school year. The returned Chromebook, brand specific power cable, and case are to be undamaged and in good working order. Students will use the same Chromebook for their entire time at Crocker. The Chromebook, power cable, and case must be returned immediately when a student exits HCSD.
- e. Students are responsible for knowing how to properly operate and protect the Chromebook. This includes not leaving the Chromebook in a location where it can be damaged by cold, heat, or moisture.
- f. Student/parents are solely responsible for the care and security of the Chromebook. The Chromebook must never be left outside of a classroom, in an unlocked locker, unlocked car or any unsupervised area.
- g. If the Chromebook is damaged or malfunctions, students must report the incident immediately by completing a Student Tech Ticket, which can be obtained from the office or computer lab. After completing the Student Tech Ticket, students will turn in their Chromebook to be evaluated. If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents are responsible for the expense of repairing or replacing the device. Optional insurance for damage is available for purchase from the District (see section V).
- h. If the Chromebook is lost or stolen, the student must report the incident to the Crocker office as soon as possible. As with all school property, students/parents are responsible for replacing the lost or stolen Chromebook at their own cost.
- i. Intentional Damage: Students and parents are responsible for the full payment of intentional damage to any Chromebook. The HCSD self-insurance protection DOES NOT cover intentional damage of the Chromebook. This also includes intentional damage to another student's Chromebook.
- j. Students/parents are not permitted to repair, alter, modify, or replace the issued Chromebook without the expressed authorization from HCSD.
- k. HCSD will not repair or replace a student Chromebook without the required payment from the student/parent.
- l. Loaner Chromebooks: If a student has submitted their Chromebook for repair, a loaner Chromebook may be issued if the repair will take longer than 24 hours to complete. The loaner Chromebook must be returned before the repaired Chromebook is returned.
- m. Aside from the stickers placed on the Chromebooks by HCSD, the Chromebooks must remain free of any writing or decorations.

## **III. Prohibited Use:**

The following is prohibited:

- a. Leaving the Chromebook unattended or in an unsecured location.
- b. Exchanging or transporting another student's Chromebook.
- c. Downloading any application or extension that has not been approved by HCSD.
- d. Plagiarizing, copying, reproducing, or transmitting materials without the permission of the author or right holder. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights laws.
- e. Using the Chromebook for any action that violates school rules or public law.
- f. Using the integrated camera or microphone to record or take images of any student or adult without permission.
- g. Creating, accessing or distributing content that is not aligned with the HCSD mission and philosophy; this includes, but is not limited to: offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, or sexually explicit content.
- h. Use of social networking, chat rooms, or messaging services not authorized by the teacher for academic use.
- i. Spamming: sending mass or inappropriate emails
- j. Gaining access to other students' accounts, files, and/or data.
- k. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- l. Bypassing the HCSD web filter.
- m. Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.

#### **IV. Precautions:**

- a. The issued Chromebook is and shall remain the property of the Hillsborough City School District. Therefore, there is no assumption of privacy.
- b. In consideration for receiving the Chromebook from Hillsborough City School District, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Hillsborough City School District, as well as their respective employees, personnel, staff, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions and cause of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the Chromebook furnished by the Hillsborough City School District to the student.
- c. This Chromebook Acceptable Use Policy applies to Hillsborough City School District students at all times, whether or not the students are on campus.

#### **V. Insurance – Optional Coverage:**

Similar to the use of textbooks, families assume responsibility for any HCSD owned equipment/materials issued to students. As a reminder, damage refers to anything that hinders the use of the device and is beyond normal wear and tear.

- a. HCSD is offering an optional, but highly recommended, insurance opportunity.
- b. The optional insurance is per student.

- c. The insurance coverage will insure against breakage or damage.
- d. The annual premium is \$40.00, payable before the issuance of the Chromebook to the student. If one elects to request insurance after the Chromebook distribution, there is a 30-day waiting period to ensure the Chromebook is without issues.
- e. Payment, in full, must be made by check, payable to HCSD and attached to this document. Please return this document, with check attached, to the Crocker office.
- f. If breakage or damage occurs to the Chromebook, it must be reported immediately.
- g. With the insurance, deductibles for damage/breakage will be \$30.00 for the first occurrence, \$100.00 for the second occurrence, and \$300.00 for subsequent occurrences.
- h. Parents will be responsible for theft or loss of the Chromebook or power cable. The current replacement cost of a lost Chromebook is \$300.00. The replacement cost of a lost or additional power cable is \$45.00 and protective case is \$5.00. These are subject to change without notice.

### **Google Apps for Education Expectations:**

The Chromebook requires a Google account to be used. The Hillsborough City School District manages and owns all HCSD student and staff Google Apps for Education (GAFE) accounts. The education version of Google Apps provides a self-contained environment for students and staff to collaborate and share information and to publish some resources publicly. Google Apps for Education is a web service and may be used from any computer with Internet access.

Through the use of the GAFE tools, students will be able to collaboratively create, edit, and share files for school related projects. The following tools are available to each student and hosted by Google as part of Hillsborough City School District's GAFE domain:

- **Mail:** an individual email account for student use managed by HCSD.
- **Calendar:** an individual calendar providing the ability to organize personal events and shared teacher calendars.
- **Drive:** word processing, spreadsheet, drawing, and presentation toolset.
- **Sites:** an individual and collaborative website creation tool.
- Other tools, apps, and extensions will be accessible for student learning possibilities.

**Privacy:** Student safety is our highest priority.

- School staff and administrators have access to student files and email for monitoring purposes. Students have no expectation of privacy within HCSD Google Apps for Education accounts.

**Limited personal use** – The intended use of the GAFE tools is for student learning. Google Apps for Education accounts or tools may not be used for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Inappropriate sexual or other offensive content
- Threatening another person

- Misrepresentation of the Hillsborough City School District, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### **Safety**

- Students may not post personal contact information about themselves or other people.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts. Under no conditions should a student provide his or her password to another person.

### **Access Restriction - Due Process:**

- Access to Google Apps for Education is considered a privilege accorded at the discretion of the Hillsborough City School District. The District maintains the right to immediately withdraw the access and use of GAFE when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### **Technology use in the Hillsborough City School District is governed by federal laws including:**

#### **Children's Online Privacy Protection Act (COPPA):**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Hillsborough City School District's presence in Google Apps for Education. 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. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

#### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's enrollment/re-enrollment forms.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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## **Hillsborough City School District One to World**

**Acceptable Use Policy  
for Chromebook and Google Apps for Education Account**

***Permission to Issue Chromebook and Google Apps for Education Account:***

\_\_\_\_\_ I AGREE to the terms and conditions iterated in the HCSD One to World Acceptable Use Policy 2014-2015. **I give permission to HCSD to issue my child a Chromebook and a Google Apps for Education account for his/her use.**

\_\_\_\_\_ I DO NOT AGREE to the terms and conditions iterated in the HCSD One to World Acceptable Use Policy 2014-2015. **I understand that HCSD will NOT issue a Chromebook and GAFE account to my child.**

***HCSD Optional Chromebook Insurance Coverage:***

\_\_\_\_\_ I elect to purchase the optional Chromebook insurance and have attached a check for \$40.00, payable to HCSD.

\_\_\_\_\_ I elect to NOT purchase the optional Chromebook insurance.

***Date:***\_\_\_\_\_

***Name of Student:***\_\_\_\_\_ ***Grade:***\_\_\_\_\_

***Signature of Student:***\_\_\_\_\_

***Name of Parent:***\_\_\_\_\_ ***Phone #:***\_\_\_\_\_

***Signature of Parent:***\_\_\_\_\_