# *Greeneview Local School District*

# *1:1 Handbook*

# *Chromebook Procedures and Information*

## *"Learn with it, Leave with it"*

### Technology Vision and Mission

*The Technology Department at Greeneview Local School District believes technology is a resource that enhances the teaching and learning experience by empowering students and teachers.*

*It is the vision of the department to create an environment where students, teachers and staff members have safe, secure, and reliable access to technology that fosters creativity, critical-thinking and higher learning.*

*Revised 2/26/2019*

*Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.*

The policies, procedures, and information within this document apply to all Chromebook users. Teachers may set additional requirements for use in their classroom.

## **Overview of the Program**

This document identifies as many eventualities as possible regarding the 1:1 program at Greeneview Local Schools. The policies and procedures listed herein are intended for all students using district-issued devices that are part of the 1:1 initiative (in addition to technology policies outlined such as Acceptable Use, Use of Technology, and any other item involving technology as listed in the student handbook).

The Greeneview Local School District utilizes Google Apps for Education for students, teachers, and staff. This document describes the tools and student responsibilities for using these services and device. As with any educational endeavor, a strong partnership with families is essential to a successful experience.
***Read More about : [Google for Education Privacy and Security for Education](https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none)***
*([https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none](https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none))*

The following services are available to each student and hosted by Google as part of the Greeneview Local School District's Online presence in Google Apps for Education Core Services:

- **Mail:** an individual email account for school use managed by the Greeneview Local School District
- **Calendar:** an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs:** a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites:** an individual and collaborative website creation tool
- **Classroom:** Assignments and class content in one location
- **Vault**: Backup and Recovery solution for Gmail and Google Drive content
- **Hangouts Meet and Chat**: collaboration and communication tool
- **Youtube**: video content used for learning
- **Keep**: individual note taking, lists, and photos
- **Jamboard**: Online collaborative interactive whiteboard service
- **Groups:** group of contacts used with collaboration, student class groups, email district information
- **Contacts:** List of Contacts in gmail
- **Chrome Sync:** Sync favorites and settings to google chrome
- **Cloud Search:**

Using these tools, students collaboratively create, edit and share files and websites for school related projects, and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. For more information about Greeneview Local School District's Google Apps for Education implementation, please visit: http://bit.ly/GreeneviewDigitalContent for more information.

All students will be assigned a firstname.lastname@greeneview.org. This account will be considered the student's official email address until such time as the student is no longer enrolled at Greeneview Local Schools. Use of this account will be governed by the board of education ***[Board Policy 7540.06](#)***.

## Content Filtering

Our district uses "Securly" to keep students safe on their school-issued devices. Securly is a content filtering service for all district owned devices.  Securly allows us to Comply with CIPA (Children's Internet Protection Act) regulations and monitor all internet activity. Securly also allows us to filter student devices that leave the district.  As part of the solution, we are enabling access for parents to the free SecurlyHOME app and Parent Portal. If your student is actively using their school issued device, and you registered your parent email address in our online EMA forms you'll start to receive a weekly email report with samples of your child's online activity over the previous week. This email will have a link to download SecurlyHOME (remember to check your spam/junk folder). For more information about securly please see our GV Digital Content Guide http://bit.ly/GreeneviewDigitalContent or https://www.securly.com/securly-home

## Monitoring Service Self Harm/Bullying

The District utilizes a technology monitoring service that conducts keyword searches district devices supplied to students.  These searches are conducted on user web searches, "Google Chat, Docs, Gmail".  Keywords may include, but are not limited to, inappropriate terms related to pornography, weapons, cyberbullying, and self-harm. These automated searches are conducted regardless of where the device is located, including school grounds, home or other location.  These automated searches may be conducted regardless of the time of day, including during school hours, after hours, weekend and holidays.

Once keywords are identified on a district-issued device, a notification or "alert" will be sent to school district personnel, which may include: the Technology Department, Counselor, Principal, Assistant Principal, and Superintendent.  Designated personnel will review and evaluate the alert for content and credibility.  In the event an emergency response is warranted, parents and/or local police authorities may be contacted.

The District cannot and does not assume any duty or obligation to continuously monitor any notifications or alerts 24 hrs/ 365 days, but will use the monitoring service as an aid to monitor internet searches and activity. While school staff will make reasonable efforts to supervise the use of technology including the network and internet, it is impossible to supervise at all times. The District has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and users may discover controversial information. In addition, the alerts and monitoring can serve as an aid in the prevention or detection of potential self-harm or cyberbullying, but are no guarantee.

## Parents'/Guardians' Responsibilities
- Talk to your children about values and the standards that your children should follow on the use of the internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversion(s) between you and your child/children regarding digital citizenship as it relates to Internet Safety, conduct, and Netiquette.
  NetSmartz - http://www.netsmartz.org/TrendsAndTopics
  CommonSense Media - https://www.commonsensemedia.org/blog/digital-citizenship
  Federal Trade Commission - https://www.consumer.ftc.gov/topics/protecting-kids-online
  Greeneview's Technology Page - http://www.greeneview.org/Content2/technology
  Greeneview's Parent Technology Information - http://www.greeneview.org/Content2/184

# Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the AUP (Acceptable Use Policy) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

**Respect Yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

**Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

**Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

**Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

**Protect Intellectual Property**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Additional Resources : https://www.commonsense.org/education/digital-citizenship

## RECEIVING THE CHROMEBOOK:

Chromebooks will be distributed to Greeneview High School freshman students at the beginning of each school year. Starting August 2018 High School students will be given a school-issued device. If it is deemed that the device is unable to meet learning needs of a student due to extenuating circumstances, the district will work with the Technology Director to help find a device that is more suitable. The information in this handbook will be shared in a variety of ways to help students understand how to use and protect their Chromebooks.

The following items and accessories will be distributed and recorded in the district inventory System:
- Chromebook with Greeneview Local Schools identification and barcode affixed to device, which must not be removed
- Charging cord with AC Adapter power block
- Protective case

## RETURNING THE CHROMEBOOK:
All Chromebooks will be returned at the end of each school year including the case and charging cord. Students will retain the same Chromebook for four years. **If the Chromebook issued to the student is not returned at the end of the year or after a student withdraws, law enforcement will be notified and the Chromebook will be considered stolen property**. **The device will be disabled (deemed unusable) and $255 will be applied to the student account.**

## TAKING CARE OF THE CHROMEBOOK:
Care of the Chromebook is the responsibility of the student. In the event that a Chromebook fails to work properly or is damaged, students should take the Chromebook to the technology department or email helpdesk@greeneview.org, where the repair process will begin.

> ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

## General Guidelines

- The Device is school property until graduation. All users will follow the Acceptable Use Policy for Technology
- Students will not have food or drink near the Chromebook.
- Students will exercise care when inserting and removing all cords, cables, and accessories and will avoid pressure against the screen.
- While walking in the hallway, the Chromebook will be in the closed, district-provided case.
- Students must not carry the Chromebook by the screen or with the screen open.
- No stickers or adhesives or writing should be made to the exterior of the Chromebook.
- Students must not leave the Chromebook in an area of extreme temperature (such as a car).
- When students are not using their Chromebook, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Students will take their Chromebooks home every day and bring to school fully charged. It is advised that students set up a charging routine at home for this purpose.
- Chromebooks will not always have the opportunity to be charged at school.
- All screensavers and backgrounds must be school appropriate.
- Only use a clean, soft cloth to clean the screen, cleansers of any type must not be used.

## USING THE CHROMEBOOK AT SCHOOL

Students will be expected to bring their Chromebooks to every class unless told by their teachers not to do so. If the student's Chromebook is left at home, they will be issued a loaner Chromebook from the library, if available. Students should return loaners to the library by 2:30 pm each day.  Failure to return the device will result in the cost of the device being added to the student's school fees and the possibility of law enforcement being contacted.

### Chromebooks under repair
When a student's Chromebook is in for repair, he/she will be issued a Chromebook from the library to use until it is repaired. These Chromebooks may be checked out for home use on an as needed basis and must be approved by district administration or a library staff member. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

### Device Security
Students will keep the device stored in a secure place. For example, the Chromebook will be in a locked locker during the school day, or in a secure place assigned by a coach or advisor during athletic events, games, practices, and trips. Unattended Chromebooks will confiscated by school personnel as protection against theft.

### Sound
Students will keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. Students may have headphones or earbuds to use when sound is necessary at the discretion of the teacher.

### Printing
Students are highly encouraged to send documents electronically to their teachers to avoid using unnecessary paper and ink. Printing to student printers is allowed for special circumstances, such as process papers, visuals for presentations, IEP accommodations, etc. Students will be issued a pin and given information and instructions on printing with the device at school.

### Account Access
In order to gain access to the district network, students should log in with their Greeneview School District account. Students should only use their account. Use of another student's account is prohibited under the District Acceptable Use Policy.

### Accessories
Though not required, students may purchase accessories such as, mice, keyboard covers, etc. However, the chromebook must remain in the district-provided case.

## REPAIRING/REPLACING THE CHROMEBOOK

### Vendor Warranty

For newly issued devices to freshmen, the equipment vendor has a one-year hardware warranty on the Chromebook. The vendor warrants the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction, and will provide normal replacement parts necessary to repair or replace the Chromebook. The vendor warranty does not warrant against damage caused by misuse, abuse or accidents. All repairs or replacements will be handled through the Technology Department.

Higher Grounds Protective Cases provided for the device are covered by a 5 year limited warranty, any defects including zipper, thread falling apart, rubber bumpers falling out, straps breaking can be covered under the warranty by providing the original case to Greeneviews Technology Department.

### Chromebook Damage / Repair

Parent/guardians are responsible for any repairs needed to the Chromebook beyond the normal warranty or repair covered by the district. To help alleviate potential costs, the District will offer 1st time repair to the Chromebook from accidental damage up to $50.00 at no charge, per year. This will cover a damaged screen. Parents/Students/Guardians will be responsible for payment of repairs or replacements beyond the 1st time replacement outside of the vendor warranty.

One repair will be done up to $50.00, one time under the district, with no deductible as long as the device wasn't intentionally damaged. This does **NOT** cover water damage. Subsequent damage to the device will be the responsibility of the student/parent/guardian.

### *Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

### District Repair Coverage (Per Year)

First repair - **Free** up to $50.00 (*as long as further evaluation shows that the device was not intentionally damaged*)
**Costs after 1st Repair with in a yea**r
2nd Damage - **$50**
3rd Damage **- $100**

**Note: If the Chromebook is damaged beyond repair, the student/parent/guardian is responsible for the full cost $200 of replacement. Lost power bricks, cases and cords are not covered by the district. replacement items must be purchased from the district.**

### List of Replacement Parts not Covered by the District

Charging Power Brick - $25.00
Replacement Case (including all parts of the case) - $35.00

# Greeneview Local School District

## Acceptable Use Policy (AUP)

### Computer Technology and Networks (7540)
### http://neola.com/greeneview-oh/search/policies/po7540.htm

Computer use at Greeneview Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect copies, and/or delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as may coincide with the list of disciplinary infractions or as determined by school officials.

1. Files stored on school computers are restricted to school related assignments only; personal files may not be stored.
2. Network password security is the responsibility of the student.
3. Students shall not (without authorization) copy, damage, or alter in any way, hardware and software. Students shall not, without authorization, delete a file or knowingly introduce a computer virus into any school computer, computer system, or other electronic device.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using programs selected by the teacher/instructor.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator/teacher/instructor before being used on any school computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher/instructor/network administrator.
7. Internet or other "net" users must complete an Internet Consent Form, which must be approved before using the net.
8. No student shall attempt to establish computer contact into or with any school district restricted computer net (LAN's), or any other unauthorized databases, sites, or other computers.
9. There is to be no food or drink around computers.

### Internet Use Policy (7540.03)
### http://neola.com/greeneview-oh/search/policies/po7540.03.htm

The Internet and World Wide Web are tremendous resources for research and communication. Teachers and students can access a world of information from their classroom computers. Resources in the classroom and the school library media center have been carefully selected for accuracy, quality, and age appropriateness. This is not the case with information on the Internet. Some of the information is up-to-date and very useful, and some of it is inaccurate and totally inappropriate for student use. Therefore, it is necessary for students to adhere to the following guidelines.

1. Students will use and visit only school appropriate educational sites and will assume the responsibility of immediately exiting inappropriate sites that they visit inadvertently.
2. Students will use the Internet for school purposes only. General "surfing" and visiting chat rooms is not permitted; unsupervised surfing is not permitted.
3. Elementary students will use only the sites that the teacher has previewed and/or bookmarked for class use.
4. Students should be polite and use appropriate language when on the electronic network.
5. Students will not reveal their personal or school address, telephone number, or other information on the Internet.
6. Students will adhere to all copyright laws and other applicable laws. The copying or transferring of copyrighted materials is illegal. Sources of information must be properly cited.
7. Students are not permitted to download programs. This is to protect our network from computer viruses.
8. Students are responsible for any damage of hardware or software.
9. Students will not be permitted to access the Internet through any personal electronic device, laptops, phones, etc.

# Greeneview Local School District

## Acceptable Use Policy (AUP)

### Web Content, Services, and Apps (7540.02)
https://www.boarddocs.com/oh/grnvw/Board.nsf/goto?open&id=AZPRJS575A63

The Board of Education authorizes staff members and students to create web content, apps and web services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Web content, services and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions. The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:

**Educate**
Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

**Inform**
Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

**Communicate**
Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is District-created web content, services or apps, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; 2) link to a website of another organization if the other website includes such a message; or 3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

**Web Content, Services, and Apps (7540.02)**
https://www.boarddocs.com/oh/grnvw/Board.nsf/goto?open&id=AZPRJS575A63

Under no circumstances is staff member-created web content, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, service or app (e.g., Progressbook) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

Unless the web content, service or app contains student personally-identifiable information, Board websites, services or apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps.

Web content, services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, services and apps by staff and students.

The Board retains all proprietary rights related to the design of web content, services and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Technology Director that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

The Board further requires the use of a Board-issued e-mail address in the login process.

### District-Issued Student Email Account (7540.06)
### http://www.boarddocs.com/oh/grnvw/Board.nsf/goto?open&id=AZPRJW575A68

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails.

**Unauthorized E-mail**

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e–mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

**Authorized Use and Training**
Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety annually.

# CHROMEBOOK FAQs

**Q: What is a Chromebook?**
**A:** A Chromebook is like a laptop but instead of having Windows or iOS operating systems, Chromebooks run off Google Chrome. Through Chrome, students can type documents, use spreadsheets, create presentations and more. They can access all of their work from any computer that connects to the Internet.

**Q: Do you need Internet access to use a Chromebook?**
**A:** Some offline functions are able to be used with a Chromebook, but it works the best if you have a WIFI Signal.

**Q: Do Chromebooks come with Internet Filtering Software?**
**A:** Yes, Chromebooks will be installed with a filtering software while being used on the districts network as well as outside the districts network including at home.

**Q: Do Chromebooks need virus protection?**
**A:** Because of how they are designed, no virus protection is needed.

**Q: What is the expected battery life?**
**A:** Chromebooks have a rated battery life of 9-13 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day. Battery life may also be affected by the age of the Chromebook.

**Q: What if I don't want my student to bring their Chromebook home?**
**A:** Students should take their Chromebook home every night. They also must ensure that their Chromebook is charged every night so it is ready to use the next day.

**Q: Will students be allowed to take their Chromebooks home over the summer?**
**A:** Chromebooks will be returned during the last two weeks of school and not allowed to take home over the summer. Students attending summer school will have access to Chromebooks, but not allowed to take them home.

**Q: Home Internet Access?**
**A:** Students are allowed to setup access to home wireless networks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the chromebook successfully.

# What Is CIPA, COPPA, and FERPA?

**https://tech.ed.gov/privacy/**

## CIPA

*Children's Internet Protection Act*
- Schools provide filtering to help protect students from harmful materials such as obscene images.
- For more information visit
  https://www.fcc.gov/consumers/guides/childrens-internet-protection-act

## FERPA

- Family Educational Rights and Privacy Act
- Parents and Students have access to:
  - Grades
  - Student ID
  - Attendance Data
  - Photos
- Schools cannot share student records with other students or parents without parent permission.
- For more information visit https://ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn

## COPPA

Under federal law, the Child Online Privacy Protection Act requires commercial websites or online services marketed to children under 13 to notify and gain permission from a parent or guardian before collecting data on that child. Schools may act in *loco parentis* (in place of a parent) for educational tools that the district has entered into a contract with. The Greeneview Local School District has contracted with the following operators; Google Apps for Education. Upon entering the district, all students will receive accounts through these online services. To learn more about COPPA, please visit FTC.gov

In addition to contracted educational services, classrooms will be utilizing other web tools and apps to further enhance your child's learning experience. Some of these may ask students to create an account using personal, identifiable information such as a name and school email address. A list of commonly used educational tools has been made available online for parents to view on the district's website. http://www.greeneview.org/Content2/186

The law permits schools to collect parental notice and permission for students under 13 to access these web tools and apps. This eliminates the need for operators to collect parent notification individually. A parent or guardian signature on the Greeneview Local School District agreement constitutes consent for the Greeneview Local School District to provide personally identifying information for the child consisting of: first name, last name, email address and username for educational tools and services including, but not limited to: those posted on greeneview.org website. http://www.greeneview.org/Content2/186

## Google for Education Privacy and Security

**Read More about** *: Google for Education Privacy and Security for Education*

**Student Pledge:**

- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery at home daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in a case.
- I will use my Chromebook in ways that are appropriate.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface the serial number sticker on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time.
- I will follow the policies outlined.
- I will file a police report in case of vandalism and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will be a pro-active digital citizen when using my device.
- I acknowledge that I can lose the privilege of possessing a Chromebook if I use it to cyberbully, harass, or repeatedly violate this 1:1 policy

**Student/Parent Pledge for Device Use**

- I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers.
- I/we understand my/our responsibilities with respect to the care and maintenance of the
- Chromebook
- I/we understand the terms and conditions of the insurance coverage for the Chromebook.
- I/we understand that students may take Chromebooks home in the evenings for school related
- use, however I/we understand that students must have Chromebooks in school everyday
- I/we understand that students must return Chromebooks at the end of the school year in the
- condition it was received
- I/we understand that I/we must report any problems or damage to the Chromebook to the student's homeroom teacher or Technology Department
- I/we understand that the Greeneview Local School reserves the right to conduct unannounced inspections of student Chromebooks
- I/we understand that the use of Chromebooks will be governed by all terms and conditions of the Greeneview Local Schools' policies and regulations.
- I/we acknowledge that my student can lose the privilege of possessing a Chromebook if the student uses it to cyberbully, harass, or repeatedly violate this 1:1 policy.

# Review and initial each statement below:

| | Student | Parent |
|---|---|---|
| I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on Google Drive, Dropbox, flash drive, etc.) | | |
| I will not leave my Electronic Device unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should my device become lost. | | |
| I will not install or use file-sharing programs to download music, video, or other media without staff permission, or install software browser extensions, or any other methods to bypass content filtering. | | |
| I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own. | | |
| I will keep the device in its protective case, cover fully closed whenever it is moved from one point to another. | | |
| I will not attempt to repair my own device nor take it anywhere besides Greeneview Local Schools for repair. | | |
| I will bring my device fully charged to school every day. | | |
| I will use my device only for good and never to hurt or harm another person or their reputation. | | |
| I understand I will lose my device for cyber-bullying, harassment, or repeated violations of the guidelines stated in this handbook or otherwise stated in section 7540 of Greeneview's Bylaws and Policies. | | |

**This Form is be completed online using Greeneview Oneview Parent Portal before receiving the school issued device. You will see Chromebook 1:1 Handbook/Guidelines in the Student Demographics and EMA.**

# Greeneview Local School District

## Acceptable Use Consent Form

### PARENT OR GUARDIAN and STUDENT

I have read the Greeneview Local School District 1:1 Handbook & Acceptable Use Policy (AUP) and agree to all the terms therein.

**This AGREEMENT is to be completed online using Greeneview's Oneview Parent Portal before a device can be issued.**

**Please Complete the Student Demographic and EMA by visiting**
**https://greeneview.esvportal.com**

**You will see Chromebook 1:1 Handbook/Guidelines in the Student Demographics and EMA form.**