Fayetteville City School Virtual Academy Device Acceptable Use Policy

Device Purpose
The Fayetteville City School district is supplying students with a Chromebook device. This device is the property of the Fayetteville City Schools. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool and is not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Fayetteville City Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents & Students must sign and return the FCS Electronic Device agreement before the Chromebook can be issued to their child.*** This document will need to be signed during student registration.

Usage Fee:
Fayetteville City Schools District requires that Chromebook usage fee be purchased prior to deployment of the Chromebook to your child. The annual fee will be $25 per device and must be paid at student registration.

Training:
Students will be trained on how to use the Chromebook by their virtual teacher.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of FCS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

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 the Library/Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:
○ No food or drink is allowed next to your Chromebook while it is in use.
○ Cords and cables must be inserted carefully into the Chromebook.
○ Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
○ Chromebooks should be shut down when not in use to conserve battery life.
○ Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
* Always take care to remove objects resting on the keyboard before closing the device screen.
○ 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. DO NOT LEAVE YOUR DEVICE IN A VEHICLE.
○ After coming into the building allow your device to warm up or cool down to room temperature prior to turning it on.

Carrying the Chromebook:
The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. You may purchase a protective transparent case so long as the asset tag can be read.

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.

○ Do not lean on top of the Chromebook.
○ Do not place anything on or near the Chromebook that could put pressure on the screen.
○ Do not place anything in the carrying case that will press against the cover.
○ Do not poke the screen.
○ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
○ Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Managing Your Files and Saving Your Work:

Students may save documents to their Google 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:

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebook The Chromebook's asset tag must be visible and readable at all times.

Under the direction of faculty and staff, students may add appropriate music, photos, and videos to their Chromebook for classroom use only.

Software on Chromebooks:

Originally Installed Software:
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Additional Software:
Students cannot install software on their CBs. Should they attempt to or attempt to compromise the operating system they will lose any privilege and face additional sanctions.

Inspection:
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Protecting & Storing Your Chromebook:

Chromebook Identification:
Chromebooks will be labeled in the manner specified by the school.
Chromebooks can be identified in the following ways:

- Record of serial number and FCS asset tag
- Individual's Google Account username
  Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Chromebooks at Extra-Curricular Events:
Students are responsible for securely storing their Chromebook during extra-curricular

events.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their 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.

Accidental Damage or Loss Protection:

The Fayetteville City Schools District is requiring a Usage Fee prior to the deployment of the Chromebook to your child. Under this Usage Fee the Chromebooks are protected against accidental damage.

This Usage Fee <u>does not</u> cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Fayetteville City Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Fayetteville City Schools
Chromebook Device Usage Fee

Fayetteville City Schools requires that Usage Fee be paid prior to the deployment of the Chromebook to your child. The Usage Fee is $25.00 annually per child with a family maximum of $100.   The Usage Fee will cover the cost of the first repair. Additional repairs will incur additional cost. This cost will be determined by cost of the repairs required. If a student withdraws from Fayetteville City Schools and then re-enrolls later in the current school year, Usage Fee will be reinstated.

Usage Fee DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Annual Usage Fee Due at Registration	Second Offense	Third Offense	
$25 per device	50% of cost to repair	100% of cost to repair	

Lost, Stolen or Intentionally Damaged Device and Accessories:
A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook may be turned over to a collection agency.

Fayetteville City Schools

STUDENT ACCEPTABLE USE POLICY   **4.406-B**

The Fayetteville City School System strives to provide exceptional education for our children. Computer technology is one of the main instructional delivery methods employed by our teachers to instruct our students. In order to better ensure that computer technology is maintained for maximum use by our students all computer users must follow the procedures below. These procedures are intended to provide general guidelines of acceptable and prohibited uses but do not attempt to include all possible activities. <u>Failure to comply with Fayetteville City School System Board Policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and possible legal action.</u>

COMPUTER USE IS A PRIVILEGE, NOT A RIGHT

Unacceptable use may result in suspension or cancellation of technology privileges as well as additional disciplinary and possible legal action. All costs incurred by the school because of the loss or damage to technology equipment due to a violation of this policy will be the responsibility of the student and their parent or guardian. Any fine or fees associated with the violation of State and Federal laws will be the responsibility of the offending student and their parent or guardian.

Students must attend Internet safety instruction sometime during the school year to be eligible for computer privileges.

ACCEPTABLE USE

Student access to computers and the Internet is provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students must comply with all rules and the instructions of their supervising teacher while accessing the school's computers.

- ❖ Students may "surf the net" under the guidance of a supervising teacher so long as a learning objective is in place.
- ❖ Web publishing, blogging, podcasting, wikis or similar technology in the classroom will be treated like a school publication. All language and content restrictions must be followed.
- ❖ Video conferencing or media recording equipment may be in use on occasion in the classroom setting. If a parent or guardian does not want the display or distribution of their student's likeness in the use of printed materials such as brochures and newsletters or digital media such as images or video on the Fayetteville City Schools System website, then it is the parent or guardian's responsibility to inform the school.
- ❖ The same rules and expectations govern student use of the computer as apply to other student conduct and communications.

GOOGLE CLASSROOM

Google Classroom is an application that allows students to have a school e-mail account that can be used for school projects and homework. Students will be able to e-mail each other and their teachers only. This is a great tool for students to collaborate with other students as well as a great tool for teachers to engage students using technology.

You and your child must sign this acceptable use policy for your child to be able to use Google Classroom and Google e-mail. If your child should misuse this program in any way, they may have their electronic device privileges cancelled for an extended time and other disciplinary action may be taken.

AUTOMATED COMMUNICATIONS

Fayetteville City Schools (FCS) uses an automated call system (robo calls) to send notifications to parents and guardians by telephone, e-mail or sms text messaging. These communications are utilized for, but not limited to, the following: emergencies, school closings, weather and general information. By signing this Student Acceptable Use Policy, you are agreeing to receive these automated calls, e-mails or sms text messages in accordance with the Telephone Consumer Protection Act (TCPA).

If at any time parents or guardians would like to stop receiving these calls, e-mails or sms text messages to any or all of the contact numbers or addresses you have made available to FCS you must do so by contacting the appropriate school.

PROHIBITED USE

❖ Students will not use devices to play games unless specifically authorized by their supervising teacher for an educational purpose.
❖ Personal software or media is not allowed on school computers. This includes any software not authorized by the school or copyrighted music and video for personal use. Such software or media will be confiscated from the student and possibly deleted. INSTALLING OR COPYING COPYRIGHTED SOFTWARE OR MUSIC WITHOUT A LICENSE IS A CRIME.
❖ Students may not plug removable media such as USB drives, smartphone or music players into school computers without authorization. Even if authorized, all such media will be scanned automatically for viruses and files may be deleted without prompting.
❖ Any student who knowingly infects a school computer with a virus, Trojan Horse virus or worm will have all computer and network privileges revoked and may be subject to other disciplinary action which may include suspension or criminal prosecution.
❖ Any malicious use, disruption, meddling, or harm to the school's computers or network (such as hacking or any illegal activity) will be considered a violation of this Student Acceptable Use Policy. All computer privileges will be revoked and other disciplinary and legal action may follow. If a security problem is identified it is the

user's responsibility to contact their supervising teacher who will then contact the Technology Department.

❖ Students must not use the school's computers to bully, harass, defame, intimidate, threaten or otherwise discriminate against other individuals. <u>This includes accessing, submitting, posting, forwarding, scanning or displaying any offensive or inappropriate material by any method such as e-mail or classroom posts.</u>

❖ Violation of copyright law is expressly prohibited. When Internet sources are used in student's work, the author, website and publisher must be identified.

❖ Although filtering software is in place, computer security cannot be made perfect and families must know that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While their supervising teacher will monitor computer use as much as possible it is the student's responsibility to leave any offensive site immediately and inform the supervising teacher.

❖ Student shall not reveal their full names, addresses or telephone numbers on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

❖ Students may not participate in "chat rooms, " newsgroups, "instant messaging" or other social media on school computers.

❖ There should be no expectation of privacy in the use of the Internet. While private student information will NOT be released by the school system without parental consent all stored e-mail and and files should be considered a public record. To maintain a safe learning environment the school reserves the right to monitor all computer and Internet activity.

❖ While students may be allowed to use certain personal devices while at school the use of VPN software or other technologies intended to circumvent the school's filter is prohibited.

❖ The school's technology must not be used for private financial gain, commercial advertising or solicitation. The school's computers are intended for education use only.

❖ Sharing passwords, using another user's passwords with or without permission or accessing another user's data is prohibited.

❖ Students must strive to take the best possible care of the computer equipment. Food or drinks are not allowed near the computer. Students must not remove components from the computer (the mouse, headphones, etc.) or stick objects into any slots on the front or back of the computer. Students must not change any of the display or the mouse settings and should take care to remove objects from between the screen and keyboard when closing a laptop or Chromebook.

PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS, SIGN AND RETURN. FAILURE TO RETURN THIS FORM WILL BE CONSIDERED A NEGATIVE RESPONSE AND YOUR CHILD WILL NOT BE ABLE TO UTILIZE COMPUTER TECHNOLOGY.