Student Chromebook Handbook

Equipment Ownership

UCSD retains sole right of possession and ownership of all distributed equipment, and grants permission to the student to use the equipment according to the rules and guidelines set forth in this document and the "Acceptable Use Policies." Failure to follow the terms of these policies may result in disciplinary action, including but not limited to confiscation of the Chromebook and revocation of student access to UCSD technology, as well as any other disciplinary action deemed appropriate by UCSD policy. UCSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, UCSD administrative staff retain the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using UCSD computers, networks, or technology.

Equipment Provided

Each student will be issued the following items: a mobile computer, protective case, and charger (hereinafter collectively referred to as the "Chromebook"). UCSD will retain records of the serial numbers and asset tags of provided equipment.

Responsibility for Electronic Data

All data should be stored on a student's Google Drive. Any data stored on the Chromebook itself is subject to loss in the event that the Chromebook is damaged or remotely reset for troubleshooting. Students are responsible for backing up any such data, and UCSD assumes no responsibility for its loss.

Part One: Chromebook Use and Conduct

The following is a list of rules and guidelines that govern the use of UCSD Chromebooks and network resources. Students must follow these rules and guidelines at all times when using UCSD technology.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including but not limited to: computers, printers, scanners, modems, mobile hotspots, and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on- or off-campus.

Students will:

- Only access network resources for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Not use the Chromebook to engage in harassment, bullying, or cyberbullying of any individual as defined by UCSD Board Policy (Sec. 545) and Iowa Code Section 280.28.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential (student names, telephone numbers, and addresses should NEVER be revealed over the network or internet).
- Return the Chromebook to UCSD at the end of the school year for updates, and/or as otherwise required.

Students may not use Chromebook or our network resources:

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- To access web sites or other content blocked by the District, via codes or any other method.
- To alter, add or delete any files that affect the configuration of the Chromebook.
- To conduct any commercial business that is not directly related to a course offered by UCSD in which the student is enrolled (e.g., Marketing, Foods class, etc.).
- To conduct any activity that violates school rules, UCSD Board Policy, or the law (this includes adhering to copyright laws).
- To access the data or account of another user (altering files of another user will be considered vandalism).
- To install any non-approved software onto the UCSD Chromebook.
- To copy UCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- Bring in their own devices from home to use in lieu of the Chromebook at school.
- Attempt to change any UCSD network or server configuration or the configuration of the Chromebook.
- Change or alter usernames that are assigned by UCSD.
- Record staff or students without their consent or knowledge. This includes (but is not limited to):
  - Webcams
  - Laptops
  - Cameras
  - Cell phones
  - or any other Chromebook.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Content Filtering

UCSD monitors the Chromebook in compliance with the Children's Internet Protection Act ("CIPA") and makes practical efforts to keep students safe when using technology. This includes installing content filtering software on all Chromebooks. Filtering technology is not perfect; it is possible that restricted content may not always be stopped by filtering technology. UCSD does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of UCSD. UCSD expects students to use technology appropriately and follow all policies when using the internet. UCSD believes that parent or guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with district policies and federal, state, and local law. Students found in violation of the Acceptable Use Policies will be subject to disciplinary action.

District Monitoring

UCSD has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and internet access including, but not limited to, monitoring sites students visit on the internet and reviewing email. The administration and technology staff shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to: retrieval of information; investigation or resolution of network or communications problems; prevention of system misuse; ensuring compliance with policies for use of third-party software and information; ensuring compliance with legal and regulatory requests; and enforcement of this Policy. UCSD also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students waive any right to privacy in anything they create, store, send, disseminate or receive on UCSD computers and computer network systems, including the internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming of non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn in the Chromebook and any passwords needed to verify the suspicions.

Disclaimer / No Warranties

UCSD account holders take full responsibility for their access to UCSD's network resources and the internet. Specifically, UCSD makes no representations or warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the internet.
3. Any consequences of service interruptions, loss of data, or delivery failures/miss-deliveries, for any reason.

Privileges & Responsibilities

Usage of UCSD's network and the internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies (see also Acceptable Use Policies 606A). Users are not to modify the standard configuration of any Chromebook or other technologies. Users should report any malfunction, inappropriate material or improper usage

to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the security of the Chromebook.
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of technology to engage in behavior prohibited by UCSD anti-harassment/bullying policy.
- Accessing UCSD blocked websites.
- Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.
- Activity that is prohibited under state, federal, or local law. Examples may include but are not limited to:
  - Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.

Any user who violates the Acceptable Use Policies may be denied access to UCSD technology resources.

Digital Citizenship

Individuals who utilize UCSD technology resources are expected to abide by the principles of digital citizenship, which are part of the Iowa Core. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network users at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should close the lid immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Privacy

Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology. Examples of this include but are not limited to the following:

- UCSD Google Apps domain
- Cloud technology such as files stored on third party servers
- Email
- District computers, Chromebooks, network, and servers

Student Access to the Internet

- At school, students will have access to the internet through the school network. When not at school, students can access the internet on district Chromebooks if they have internet access available to them in their home or other locations. The Chromebook's content filter will also be in place when students access the internet outside of the school. Therefore, sites that are "blocked" at school could also be "blocked" in other locations where students access the internet.
- Students may access the internet on their district Chromebook at any time outside of school. As with any other internet-enabled Chromebook, UCSD recommends that parents/or legal guardians monitor their student's time and activities on the internet.

Student Access & Monitoring

- There is no reasonable expectation of privacy while using UCSD computers, networks, or technology. Ultimately the Chromebook is the property of UCSD, and UCSD has the right to determine what is appropriate and to search the Chromebook, if necessary, at any time.
- UCSD filtering software allows UCSD to block websites that are inappropriate for students whether they are accessing the web via UCSD wireless network or if they are connected to the internet at other locations.
- UCSD implements software that allows for screen monitoring, which makes it possible for appointed UCSD personnel to monitor student Chromebook screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in, may be subject to disciplinary action.
- If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to a staff member. NOTE: The Urbandale Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. The best filtering software in the world cannot match the combination of education and supervision at school and home.

Bringing the Chromebook to School

- It is imperative students bring their fully charged Chromebook to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their Chromebook.
- The Chromebook must be kept in the protective cover provided by UCSD at all times.
- Special care must be taken when transporting a Chromebook in a backpack, athletic bag, etc., so the device is not damaged by other contents, i.e. liquid.
- Students who accidentally leave their Chromebook at home may check out a temporary loaner for that day.

Charging of the Chromebook

- It is the student's responsibility to have their Chromebook charged each day when they come to school.
- It is the student's responsibility to maintain the power adapter and cord and protect them from damage.
- The Chromebook should only be charged using a district issued charger unless told otherwise by District staff.

Loss or Theft of the Chromebook

- Chromebook items that are lost, stolen, or vandalized need to be reported to the school's main office or media center immediately. In addition, the district may require the parent and/or student to report the stolen or vandalized Chromebook to the police.
- Students are required to keep the Chromebook in a secure location when not in physical possession or within line-of-sight.
- The Chromebook should remain in the protective cover and never be used in locker rooms, bathrooms, or other changing areas.
- The Chromebook is not allowed near food or drink.

Downloading Programs & Personalizing the Chromebook

- No student may download, install, or use any software in violation of applicable copyrights and license agreements.
- Approved applications will be installed on the student's Chromebook by the UCSD Information Systems department or will be made available for student download. Students shall not attempt to install unapproved software.
- Students will be able to personalize their Chromebook. All items must be appropriate and not violate any UCSD policy or rule.
- Stickers and other markings on the outside of the Chromebook will not be allowed. Each Chromebook is easily identified by a label that is placed on the Chromebook by the Information Systems department and may NOT be removed.

Computers from Home

- Students are not allowed to bring their own computers from home to use in lieu of their UCSD-provided Chromebook. All UCSD-provided Chromebooks are provisioned with the same basic apps, settings, and security.

Earbuds/Headphones

- The use of ear buds/headphones in class and/or during study times are at the teacher/supervisor's discretion.
- Earbuds/headphones will not be provided by UCSD. Students are encouraged to bring their own earbuds/headphones.

Student Printer Use

- Students may have access to designated printers in the building, at the discretion of building administration.
- UCSD expects that the need to print materials on paper will be minimal as a result of students' ability to send assignments and other materials to their teachers through their Chromebook.

Legal Issues and Jurisdiction

- Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of UCSD network resources is subject to the rules stated in this policy. UCSD monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. UCSD reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

Part Two: Chromebook Damages and Consequences

Chromebook Damages

If the Chromebook is damaged (either accidental or intentional), the school must be notified immediately. UCSD administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident. Negligence may be considered intentional conduct. Examples of negligence include but are not limited to the following:

> a. Leaving equipment unattended and/or unlocked. This includes damage or loss resulting from an unattended and/or unlocked Chromebook while at school.
> b. Lending equipment to others - other than one's parents/or legal guardians.
> c. Using equipment in an unsafe environment.
> d. Using equipment in an unsafe manner.
> e. Not adhering to the care reminders listed in Part III of this handbook

A student whose Chromebook is being repaired will have access to a loaner Chromebook, in most cases. If it is determined that the Chromebook was damaged intentionally, the student will NOT be able to take the loaner Chromebook home. If the student leaves the school district and does not return the Chromebook, UCSD will make a reasonable effort to obtain the Chromebook. If those efforts are unsuccessful, UCSD will issue an invoice for its replacement. Failure to pay the invoice will result in the debt being taken to collections. Further failure to either pay for the device or return it will cause the District to consider the Chrombook stolen and notify the appropriate authorities.

Discipline

Any student who violates the rules and expectations relative to this Handbook and/or Acceptable Use Policies will be subject to disciplinary action. If there is evidence that a violation has occurred, a building administrator or designee will decide appropriate consequences in accordance with school policy and the law. Disciplinary action could include but is not limited to: verbal warnings, loss of technology privileges, and suspension or expulsion from school. In addition, inappropriate use of the Chromebook may result in the user losing their right to use the Chromebook, and/or to take it home, and/or being assessed a fine/fines due to accidental or intentional damage. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or Chromebook. The interpretation, application, and modification of this policy are within the sole discretion of UCSD. Any questions or issues regarding this policy should be directed to the building principal.

Part Three: Chromebook Care Reminders

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Chromebook. Loss or damage resulting from failure to abide by the guidelines below may result in limited use of a Chromebook.

General Care

- Treat this equipment with as much care as you would your own property.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Keep the equipment clean.
- Do not eat or drink while using the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Back up your data onto your Google Drive. Never consider any electronic information safe when only stored on the Chromebook.
- Do not put stickers or use any type of markers on the Chromebook.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

Keep The Chromebook in a Safe Place

- It is required to keep the Chromebook in a secure location at all times when not in physical possession or within line-of-sight.
- The Chromebook should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- The Chromebook should not be left in a car or anywhere it might be exposed to extreme temperatures.
- A Chromebook left in bags in unattended or unsecured classrooms or other areas will be considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Chromebook back. If the Chromebook is confiscated a second time, the student may be subject to consequences detailed in "Consequences for Damages." Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If a student participates on an athletic team and/or other school sponsored activity, the Chromebook should never be left in school vehicles, in the gym, in a locker room, on or near a playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the Chromebook in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as the weather is not excessively hot or cold.

Chromebook Covers

- Each student will be given a protective cover that they are required to use to carry their Chromebook in during the school day and outside of school. The Chromebook should remain in the cover at all times, even when in use. It is important to keep the cover clean, and take time to remove any items like paper clips that can scratch the exterior of your Chromebook.

Keep The Chromebook Away from Liquids and Smoke

- Exposure to liquids will severely damage the Chromebook and result in high repair costs. Water, pop, juice, power drinks, coffee, etc. can all ruin your Chromebook completely. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your bag with your Chromebook–even if it is sealed. Even excessive amounts of sanitizer solution can cause damage.
- Students should make every effort to keep the Chromebook away from cigar or cigarette smoke, since the tar in the smoke will form a sticky layer within the device and cause malfunctions.

Chromebook Problems

- If the Chromebook is not working properly the student needs to first talk to the teacher in class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student or teacher must take the Chromebook to the appointed technical support location as soon as possible after discovery of the problem. If the Chromebook cannot be fixed immediately, the student may be issued a loaner Chromebook to use on a temporary basis.
- Even though response may not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing.
- When in doubt, ask for help.

Only One User

- NEVER allow anyone else to use your Chromebook. Parents or guardians may utilize the Chromebook for the sole purpose of monitoring a student's use or classwork; personal or business use of the Chromebook by a parent or guardian is prohibited.

Cleaning the Chromebook

- Chromebook screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the Chromebook.
- If a dry cloth is not sufficient, lightly spray a microfiber or cotton cloth with water or rubbing alcohol to clean dirty surfaces. Do not use window cleaners. Never spray the device directly.
- If you are not able to completely clean the machine using the above methods please contact UCSD Information Systems and they can assist with cleaning. Do not attempt to clean inside the device.

Carrying the Chromebook

- The Chromebook should remain in the protective cover at all times.
- Do not sandwich anything (e.g., cords, papers or disks) in the area between the screen and keyboard as this may damage the screen.
- Remember to fully zip your backpack or carrying bag when your Chromebook is inside.
- No books should be placed on your Chromebook.
- Never carry your Chromebook by the screen.