Boone Central Schools
Internet and School Device Policy and Usage Handbook
2023-24

The policies, procedures, and information within this document apply to Internet and School Devices used at Boone Central Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

*Teachers may set additional requirements for Internet and School Device use in their classroom.

Receiving Your Chromebook
- Parent/Guardian Registration
A parent/guardian is to attend a registration time to sign the Boone Central Schools Internet & School Device Agreement before a school device can be issued to their student.

Distribution
Students in grades 5–12 will receive their Chromebooks during registration. K-4 students will receive their devices during the first few weeks of school. Elementary student devices will typically be left at school each day. Students and parents must sign the BCS Student Internet & School Device Policy before they receive their device.
- Students in grades 5-12 will keep the same Chromebook throughout their time at Boone Central Schools.
- Transfer/New Student Distribution
All transfers/new students will be able to pick up their Chromebook from the Boone Central Schools registration dates. Both students and a parent/guardian must go through the policy handbook and sign the Boone Central Schools Internet and School Device Agreement prior to picking up a Chromebook. An appointment will need to be set up with technology staff if you are not able to come to the registration dates.
- Please note, it is the responsibility of the student to bring their Chromebooks every day to class. It is also the student's responsibility to bring the Chromebook fully charged at the beginning of each school day.

Returning Your Chromebook
1. End of Year
At the end of the school year, students will turn in their Chromebooks. There will also be a charge for any missing peripheral equipment, such as the power supply. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Boone County Sheriff's Office.
   a. Identification and inventory labels/tags have been placed on the Chromebooks. These labels or tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. If damage is intentional, the incident may result in a fine based on the damage done.
   b. A dirty machine (stickers or markers) will be assessed a $15 cleaning fee.
   c. A missing or damaged cord is the responsibility of the student. Students will be charged $25 in order to purchase a replacement cord.
2. Transferring/Withdrawing Students
Students who transfer out of or withdraw from the Boone Central Schools must turn in their Chromebooks and chargers to the Technology staff on their last day of attendance. Failure to turn in these items will result in the student being charged the full replacement cost for each item missing. Unpaid fines and fees of students leaving Boone Central Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Boone County Sheriff's Office.

Training
- Students will receive training provided by Boone Central staff to address care and usage of the Chromebook, iPad, Google Drive, Google Apps (boonecentral.esu7.org Accounts), digital citizenship, and respectful, responsible, and ethical use of the Internet and digital tools.

Usage Fee
- No Fee if student chromebook/ipad remain at school. (Grades K-4)
  - There are times when staff may allow K–4 students to use their devices for a project at home.
- A $15.00 annual fee will be charged to students who wish to utilize the chromebook outside of the school day. (Grades 5–12 are allowed to take a device home.)

Incident Fees:
This policy does not cover loss of the Chromebook/iPad and/or its accessories; cosmetic damage; or damage caused by intentional misuse and abuse. Boone Central Schools will assess the Chromebook/iPad damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents or students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse based on the following guidelines.
- An incident fee can/will be charged per incident in relation specifically to each individual incident.
  - ★ Type 1= $0 free for general wear and tear, not specific to significant device damage.
  - ★ Type 2: Students pay replacement costs.
    - Incident # 1
      - Screen - 50% of the cost $141.00
      - Keyboard/touchpad - 50% of the cost $40.00
      - Stylist $15.00 (HS Only)
      - Power cord-$25.00
      - Chromebook-$375
      - Full Replacement Cost (Chromebook and Charger)-$400
      - *iPad Replacement Cost - $300*
    - Incident #2 and beyond
      - Screen-75% of the cost $141.00
      - Keyboard/touchpad-75% of the cost $40.00
      - Stylist $15.00
      - Power cord-$25.00
      - Chromebook-$375
      - Full Replacement Cost (Chromebook, and Charger)-$400
      - *iPad Replacement Cost - $300*

(Frequent incidents may result in disciplinary action by the building administration.)

Taking Care of Your Chromebook/iPad
- Students are responsible for the general care of the Chromebook/iPad, which they have been issued by the school. Chromebooks/iPads that are broken or fail to work properly must be taken to Technology staff as soon as possible. If a loaner Chromebook/iPad is needed, one will be issued to the student, at the discretion of the administration. The loaner will be used until the student is notified that the Chromebook/iPad has been repaired or replaced.
- If students with a replacement device need to complete homework on their device, but don't have an equivalent at home, they will be required to complete the assignment before or after school.
- Students are responsible for bringing the device to school each day fully charged.
- Devices must remain clean and clear of any stickers, adhesive, markers, or anything that may deface the device.

General Precautions
- No food or drink should be next to your Chromebook/iPad while it is in use.
- Cords and cables must be inserted and removed carefully into and from the Chromebook/iPad.
- Chromebooks/iPads should not be used or stored near pets.
- Chromebooks/iPads should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks/iPads should be shut down when not in use to conserve battery life.
- Chromebooks/iPads should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks/iPads.
- Do not expose your Chromebook/iPad to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook/iPad. Do not leave them outside or in your vehicles.
- Always bring your Chromebook/iPad to room temperature prior to turning it on.

Disciplinary Action Plan
> Consequences for any misuse of the Chromebook/iPad or Internet privileges will be:
> - First Offense: restricted use until student completes a ½ hour STOPiT Class.
> - Second Offense: Student completes an additional ½ hour STOPiT class. Restricted use to school hours only for 1 week.
> - Third Offense: extended restricted access for school hours only

**After the third offense, the student may lose the Chromebook/iPad for the remainder of the school year.

- **STOPiT Class: STOPiT Class is an offense-based class that teaches students the appropriate use of digital media with digital citizenship integration.**
  - The administration retains the right to suspend the student's Chromebook for a longer period of time if the offense warrants it or for any offense not listed on this sheet. This includes suspending the Chromebook/iPad for the remainder of the semester or school year. Suspension days are school days. All elementary school, middle school, and high school student handbook procedures will apply.
  - Boone Central Schools is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.
  - A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the Chromebook network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by, or related to, the inappropriate use of the Chrome network.

Carrying Chromebooks
- Never lift Chromebooks by the screen.
- Never carry a Chromebook with the screen open.

Screen Care
- The Chromebook/iPad screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook/iPad when it is closed.
- Do not store a Chromebook/iPad with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or papers).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using your Chromebook
- Students are expected to bring a **fully charged** Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Failure to do so will result in disciplinary action.
- High School Only: An unattended Chromebook or charger that is brought to the HS office/HS Media Center will result in a $1.00 fee to get it back for student use.

If a student does not bring his/her Chromebook to school:
- A student may stop at the K-8 Media Center or the HS Media Center and check out a loaner for the day, if available.
- A student will be assigned with a loaner device and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the administration for students who have excessive occurrences during the school year.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- The students that obtain a loaner for the day will be responsible for returning the borrowed device to the respective staff before the end of each school day.
- If a loaner is not turned in by the end of each day, a report will be filed with the student's grade level administrator and the administrator will work on retrieving the loaner. Disciplinary action may apply.

Chromebooks/iPads being repaired
- Loaner Chromebooks/iPads may be issued to students when they leave their school-issued Chromebook/iPad for repair.
- A student will be assigned a Chromebook/iPad and will be responsible for any damage to or loss of the loaned device during the repair time.
- Chromebooks on loan to students having their devices repaired may be taken home for type I incidents or damage only.
- Students having their devices repaired for type 2 incidents or damage will not be allowed to take loaner devices home. These loaner devices will only be allowed for use within the school day.
  - If students with a loaned device need to complete homework on their device but don't have an equivalent at home, they will be required to complete the assignment before or after school.
- The Media Center/Tech staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks
- Chromebooks must be brought to school each day with a **full charge**.
- Students should charge their Chromebooks at home every evening with the cords provided. Charging cords should remain at home.

Personalizing the Chromebook/iPad
- Chromebooks/iPads must remain free of any additional decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done by staff at any time.

.
Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing
- If printing is required for class, a student may request to print from the Chromebook via the high school media center.

Logging into a Chromebook
- Students will log into their Chromebooks using their school-issued Google Apps for Education.
- (@boonecentral.esu7.org) account.
- Students should never share their account passwords with others. In the event of a compromised account, the Boone Central Schools Technology Department reserves the right to disable your account.

Using Your Chromebook Outside of School
- Grades 5-12 students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Boone Central Schools Acceptable Use Policy, Administrative Procedures, Acceptable Use of Technology Agreement, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security
- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at any time for any reason related to the operation of the district.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software
- Teachers, school administrators, and the technology department staff may monitor the students account for anything that will deter them from their learning environment.

Updates
- The Chromebook's operating system, ChromeOS, updates can be done by restarting Chromebook daily.

Virus Protection
- Chromebooks/iPads use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter
- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- All Chromebooks/iPads, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school.

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

Software on Chromebooks
- 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 be easily accessible at all times.
- All Chromebooks are supplied with the latest build of the Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will be updated when the Chromebook is restarted.

Google Apps for Education (Boone Central Accounts)
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites and Gmail.
- All work is stored in Google Drive.
- If additional storage is required, the students may utilize a flash drive or a portable hard drive of their own.

Additional Apps and Extensions
- Students are able to request through their classroom teachers and high school/K-8 media center additional apps and extensions on their Chromebook as long as they are appropriate for school use and are subject to Tech. Staff discretion.

Repairing or Replacing Your Chromebook
- All Chromebooks or iPads in need of repair must be brought to the K-8 Media Center or High School Media Center as soon as possible.
- All repair work must be reported to the Boone Central Public Schools Technology Team.
- For students' assigned charge for repairs, see the Incident Fees section of this policy.

Theft or Loss of Your Chromebook/iPad
- The Boone Central Schools will require a police report to be submitted in cases of theft. Fraudulent reports of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Chromebook/iPad Technical Support
- The Boone Central High School Library/Media Center will be the final point of contact for the repair of the Chromebooks/iPads. Services provided include:
    - Password Identification
    - User account support
    - Distribution of replacement Chromebooks
    - Hardware maintenance and repair
    - Operating System or software configuration support
    - Restoring a Chromebook to factory default
    - Appropriate Uses and Digital Citizenship
- School-issued devices should be used for educational purposes only, and students are to adhere to the Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.
- If students need to sign up for specific services on their device, they should ALWAYS come to the K-8 Library/Media Center or HS Library/Media Center to set up the use of the service.
- 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.

    - Protect Others.

- - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
    - I will avoid inappropriate materials and conversations.
  - Respect for intellectual property.
    - I will request permission to use copyrighted or otherwise protected materials.
    - I will suitably cite all usage of websites, books, media, etc.
    - I will acknowledge all primary sources.
    - I will validate the 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 pirate software.
    - I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Student Internet & Computer Access   Policy #5037

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I.   **Student Expectations in the Use of the Internet**

A.   **Acceptable Use**

1.   Students may use the Internet to conduct research assigned by teachers.

2.   Students may use the Internet to conduct research for classroom projects.

3.   Students may use the Internet to gain access to information about current events.

4.   Students may use the Internet to conduct research for school-related activities.

5.   Students may use the Internet for appropriate educational purposes.

B.   **Unacceptable Use**

1.   Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.

2.   Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3.   Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.

4.   Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.

5.   Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6.   Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

7.   Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.

8.   Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.

9.   Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.

10.   Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11.   Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12.   Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13.   Students shall not take home technology equipment (hardware or software) without permission

of the system administrator.

14. Students shall not forge electronic mail messages or web pages.

Enforcement

C.   Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

D.   Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

a. Loss of computer privileges;

b. Short-term suspension;

c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

II.   **Children's Online Privacy Protection Act (COPPA)**

A.   The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

B.   This policy 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.

Boone Central Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Boone Central Schools community understand and agree to these rules of conduct, Boone Central Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Boone Central Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Boone Central Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Boone Central Schools, any of its employees, or any institution providing network access to Boone Central Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name_____

Student's Signature_____ Date_____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Boone Central Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Boone Central Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Boone Central Schools responsible for materials acquired or sent via the network.

I agree not to hold the Boone Central Schools, any of its employees, or any institution providing network access to Boone Central Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name: _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

Boone Central Schools Chromebook Policy and Usage Handbook is available on the Boone Central Schools website at www.boonecentral.org.

Boone Central Schools Student Acceptable Use of Technology Policy is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Boone Central Schools Policy regarding the use of computers and the Internet in the Boone Central Schools District. Your signature also states that you authorize Boone Central Schools to create and utilize "cloud services" accounts that will be under the control of Boone Central Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to BCS.)

Boone Central Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Boone Central Schools insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damage caused by intentional misuse and abuse. Boone Central staff 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 the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Intended Use

_____The device checked out to me is to be used in support of school-related activities. The device must
(initial)   accompany me each day school is in session.

_____ Any software installed on the computer must be licensed by the district. The license agreement of
(initial)   installed "free" software must allow it to be free for educational organizations, not personal use.

_____ I recognize that, as part of my handbook acceptance form, I have already agreed to comply with
(initial)   the school's Student Internet and Computer Access Policy and the Chromebook Policy & Usage
Handbook. Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

Boone Central Schools' Internet Use, Safety, and Computer Use Policy
- Boone Central Schools' internet access is to be used only for classroom-related activities. This policy applies when using either school equipment or personal equipment on the district network.
- The Administration reserves the right to refuse access to the Internet by Boone Central Schools to anyone when it is deemed necessary in the public interest.

_____   _____

Student Signature   Date

_____   _____

Parent/Guardian Signature   Date