

Classroom Chromebook/iPad Policy, Procedures, and Information

General Precautions

The Chromebook/iPad is school property and all users will follow this policy and the Hillcrest acceptable use policy for technology.

- Cords and cables must be inserted carefully into the Chromebook/iPad to prevent damage.
- Chromebook/iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Canyons School District.
- Care should be taken to avoid placing too much pressure and weight on the Chromebook/iPad.

Classroom Procedures

Each student will be assigned a specific Chromebook/iPad for use in class.

- It is the student's responsibility to make sure that he/she is using the appropriate Chromebook/iPad.
- The student assigned to the Chromebook/iPad will be responsible for its care during the time that it is disconnected from the charging station.
- If a student notices a problem with his/her assigned Chromebook/iPad, he/she should tell the teacher immediately to document the problem and avoid liability.
 - Unreported problems will result in **ALL** assigned students sharing the cost of fixing the problem.
- To save classroom instruction time, a student may pick up/return multiple Chromebook/iPads at a time from the charging station to assist his/her group or team. In this case, the student picking up the books should maintain the same level of care as expected and outlined in these rules.

Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the Chromebook/iPads.
- All software/Apps will be district provided.

Saving to the Chromebook/iPad

Students will be using Google Docs for their document creation on the Chromebook/iPads. These documents will then be saved to individual "csddocs.org" accounts for future access.

- Students do not need to e-mail documents to him/herself or save to a jump drive as the Google account can be accessed from home or school.
- To protect from viruses, personal jump drives will NOT be permitted to be connected to the Chromebook/iPads.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- **Chromebook/iPad malfunctions are not an acceptable excuse for not submitting work.**

Originally Installed Software

The software/Apps originally installed by HILLCREST must remain on the Chromebook/iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebook/iPads at the completion of the course. Periodic checks of Chromebook/iPads will be made to ensure that students have not removed required apps.

Inspection

Students may be selected at random to provide their Chromebook/iPad for inspection.

Acceptable Use

The use of Hillcrest technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Hillcrest Student Code of Conduct will be applied to student infractions. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

Students are Responsibilities for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student negligence, errors or omissions. Use of any information obtained via Canyons District’s designated Internet System is at your own risk. Canyons District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Hillcrest protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on your account(s).
- Students should always turn off and secure their Chromebook/iPad in the mobile lab after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to their respective assistant principal.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook/iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Canyons School District web filter through a web proxy

Student Discipline

If a student violates any part of the above policy, he/she will lose Chromebook/iPad privileges.

Hillcrest Chromebook/iPads Left in Unsupervised Areas

Under no circumstances should Chromebook/iPads be left in unsupervised areas or removed from teacher’s room.

REPAIRING OR REPLACING YOUR Chromebook/iPad COMPUTER

Students will be held responsible for ALL damage to their Chromebook/iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as covers and cables will be charged the actual replacement cost.

I understand the Rules and Guidelines for Acceptable Use of the Chromebook/iPads:

Student Name (please print)		Student Signature		date
Parent/Guardian Name (please print)		Parent/Guardian Signature		date