

# District 51 Covid 19 Emergency

## Special Chromebook Checkout Policies

March 2020

As the District prepares for possible school closures due to COVID-19, we are preparing these instructions for information, procedures, policies, authorization, and checkout processes of take-home systems.

### **Student Home-based Internet Connection**

The District does not currently have the ability to offer Internet access to every student home. Homes with Internet access may attach the district-owned device to their personal Internet connection. While we hope and are planning to offer Internet options in the future, they are currently not in place.

### **Parent/Guardian Advisory Concerning the Potential of Inappropriate Online Content**

The District filters all inappropriate content on internal systems, however, parents should be advised that these take-home units will not be under the protection of the District Internet filters and student users may potentially access inappropriate sites. Parents are advised to discuss this with their children and monitor the use of the system.

### **Covid19 Take-Home Policies**

An agent for the school will discuss computing options that exist in the student's home. If the student does not have computer access in their home then at the discretion of the school they may assign registered students a District-owned Chromebook for their use at home during the possible closure of the District. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen while they participate at home during this event. This document also specifies the

*Students and their parents/guardians are reminded that the use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.*

To understand the expectations of Mesa County Valley School District 51, students and their parents/guardians are responsible for reviewing the District's Student Use of the Information

Technology Resources Responsible Use Agreement (JS -E) and corresponding Student Use of Information Technology Resources (JS and JS-R).

### **Ownership of the Chromebook**

Mesa County Valley School District 51 retains sole right of possession of the Chromebook. The Chromebooks assigned to the students during the shutdown are for educational purposes only. Moreover, Mesa County Valley School District 51 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. District Chromebooks will only operate with a district account.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following policies:

- Students must comply with the District's Student Use of the Information Technology Resources Responsible Use Agreement (JS -E) and corresponding Student Use of Information Technology Resources (JS and JS-R) when using their Chromebooks.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to their teachers who will report it to the school administration and the District 51 Technology Department.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the currently installed ChromeOS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Students will not make purchases of apps or other products while using a District account or device.

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District 51 technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

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

**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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

**Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.

**Respect Intellectual Property.** I will request permission to use resources. I will suitably cite all the use 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 use free and open-source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

### **Warranty and Repair**

Should the Chromebook unit fail to function during the COVID 19 crisis you are instructed to contact the D51 Technology Help Desk for problem resolution at 970-254-5175.

The District will repair or replace damaged equipment resulting from normal use. All other breakage costs and charges will be the responsibility of the student and their parent/guardian. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device which currently ranges from \$375.00 to \$400.00 depending on the device.

### **Special Wireless SSID for those without Internet in the Home**

The District has established a wireless connect SSID at all District locations with the exception of Gateway. Those who desire to connect the assigned Chromebook to this WiFi spot will need to park their car as close as possible to any district school. Then connect to the SSID named **D51free**.

## Signature Form - Fill out prior to Chromebook checkout

By signing the below, the student and their parent/guardian agree to follow and accept:

- District's Student Use of the Information Technology Resources Responsible Use Agreement (JS -E) and corresponding Student Use of Information Technology Resources (JS and JS-R) when using their Chromebooks.
- The Website and Social Media Guidelines (below)
- That District 51 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Mesa County Valley School District 51, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer.
- In no event shall District 51 be held liable to any claim of damage, negligence, or breach of duty.

**Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!***

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student Name \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use only**

Chromebook Asset Tag # \_\_\_\_\_ Service Tag # \_\_\_\_\_