Purpose:

The purpose of this policy is to ensure the appropriate use of the East Greenwich Township School District's technology resources by all students. All students enrolled at the East Greenwich Township School District will be provided a Google Workspace account to be used during their time attending our schools. Students at the Samuel Mickle School will be issued a district Chromebook for use in school and at home, and students at the Jeffrey Clark School will have access to district Chromebooks while in school. 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.

Students and their parents/guardians are reminded that the use of technology is a privilege and not a right, and everything done on any device, network, or electronic communications device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use and/or disciplinary consequences.

Students and their parents/guardians are responsible for reviewing/signing the Student Acceptable Use Policy and returning it to the school prior to the use of their district account and device.

Google Workspace for Education Student Accounts

At the East Greenwich Township School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At the East Greenwich Township School District, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The [Google Workspace for Education Notice to Parents and Guardians](#) provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign the Student Acceptable Use Policy to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create

a Google Workspace for Education account for your child. Students who cannot use Google services may need to use other software or non-technology methods to complete assignments or collaborate with peers.

Ownership of the Chromebook:
The East Greenwich Township School District retains sole right of possession of the Chromebook. The student will retain possession of the Chromebook until the device is end-of-life, the student withdraws from school, or the student graduates and the device is released from the district's management. School administration and faculty retain the right to collect and/or inspect Chromebooks at any time.

Hardware Issued:
3rd Grade and newly enrolled students at the Samuel Mickle School are issued and responsible for their assigned Chromebook computer, AC Adapter and Power Cord, and Chromebook Case.

Training:
Students will be shown how to properly use and care for the Chromebook by their classroom teacher.

Chromebook Responsibility:
1. Students are solely responsible for the Chromebooks issued to them.
2. Students must comply with the Chromebook Acceptable Use Policy and all policies of the school when using their Chromebook.
3. Students must treat their device with care and never leave it unattended.
4. Students must promptly report any problems with their Chromebook to the teacher leading the lesson.
5. Students may not remove or interfere with the serial number or any other type of identification label. Please do not place additional stickers/items on the computer. Remember the Chromebooks are the property of the East Greenwich Township School District.
6. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or casing.
7. Students must secure the Chromebook in the case supplied by the school district when they are being moved from classroom to classroom. That case should be completely zipped and carried by the handle or strap.
8. Students should never carry their Chromebook while the screen is open, unless directed to do so by the teacher.
9. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
10. 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.
11. Students should avoid eating or drinking while using the Chromebook. Liquid, foods, and other debris can damage the Chromebook. DO NOT keep food or food wrappers in the Chromebook case.
12. Students should shut down Chromebooks when not in use to conserve battery life. At the end of the school day, it is the student's responsibility to plug their device into the appropriate charger.
13. Students should never shove Chromebooks into a desk, as this may break the screen.

Responsibility for Electronic Data:

Users of school 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.

File Management and General Information:

Students' "Google Drive" folders will give students access to storage space through a unique student login. Students may save documents to their Google Drive which will make the files 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. Students will be trained on proper file management procedures. The district does not accept responsibility for the loss of any data deleted due to reimaging Chromebooks

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 Acceptable Use Policy.

Software Installed:

Chromebooks come with a standard pre-loaded software and applications. 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. From time to time, the school may add software applications for use in a particular area of study. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school. Students are not permitted to add apps or extensions to their Chromebooks and are blocked from this type of function.

Internet Safety and Digital Citizenship:

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. Students must follow the six conditions of begin a good digital citizen:

1. **RESPECT YOURSELF** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.
2. **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 schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.
4. **PROTECT OTHERS** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5. **RESPECT INTELLECTUAL PROPERTY** I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
6. **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 act with integrity.

Email and Internet Use:

Email access is only granted to 5th and 6th grade students, and restricted to only allow contact with teaching staff. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued Chromebooks can and will be monitored to make sure the terms of the agreement are being followed. As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for school and home use on the Chromebook. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. The East Greenwich Township School District cannot guarantee that access to all inappropriate sites will be blocked. **NO FILTER IS AS RELIABLE AS ADULT SUPERVISION!**

Website and Social Media Guidelines:

1. Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future colleges, or employers to see.
2. 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.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. 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. As per BOE policy #5701-Plagiarism: A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.
5. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
6. Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care, maintenance and inappropriate use.

Loaner Equipment:

If a student's Chromebook is inoperable or missing the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks. Loss of privileges and/or disciplinary action may result for failure to turn in the Chromebook.

Loss or Theft:

If at any point a Chromebook is stolen/lost; the student is to immediately report it to a member of the staff. A loaner device may be provided to the student for in school use only until the assigned Chromebook is recovered or payment for the missing device has been received.

Chromebook Damage:

The District will impose a "zero tolerance" policy for Chromebook damage, accidental or otherwise. Chromebooks must be returned to the district in the condition it was initially provided to the student considering reasonable use and care by the student. Please be aware, any family that does not choose to take advantage of the Chromebook Protection Plan will be charged for each instance of accidental damage, should they occur. All repairs for Chromebook damage will be charged back to the parent/guardian. Should an entire device need to be replaced as a result of damage beyond repair or it is lost or stolen, the cost of replacement is not covered under the Accidental Damage Protection. The chart below outlines the most common repair costs:

Part/Component	Cost
Broken LCD Screen	$75.00
Motherboard	$75.00
Keyboard	$50.00
Trackpad	$25.00
LCD Hinge and Cover	$25.00
Bottom Cover	$25.00
Top Cover	$25.00
AC Adapter	$30.00
Chromebook Case	$30.00
Total Cost of Chromebook Replacement	$225.00

*** Repair and parts costs may vary from year to year.

Chromebook Protection Plan:

Parents/Guardians are encouraged to purchase the Chromebook Protection Plan for their child's district-issued Chromebook. The Chromebook Protection Plan covers both non-accidental and accidental damage that may happen to a student's Chromebook. The plan can be purchased for a fee of $30 per year, or parents can prepay for all 4 years of protection at a discounted price of $100, AND your child will own the device at the end of the sixth-grade year. Families who do not opt into the protection plan may be charged for each instance of malfunction or damage not covered by the manufacturer's warranty. All repairs for Chromebook damage will be charged back to the parent/guardian. The chart below outlines the plan costs.

Chromebook Protection Plans	Cost
One-Year Chromebook Protection Plan	$30.00
Four-Year Chromebook Protection Plan	$100.00

*** The Chromebook Protection Plan does not cover loss or theft.
*** The cost is subject to change from year to year depending on the cost of Chromebooks and parts.

Consequences for Violations:

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:
   - Restitution (money paid in compensation for theft, loss, or damage)
   - Student/Parent Conference with school administrator/principal or other school official
   - Removal of unauthorized files and folders
   - Restriction of Internet and Chromebook privileges*
   - Detention or suspension
2. If a violation of the Student Chromebook Acceptable Use Policy violates other rules of the Student Code of Conduct, consequences appropriate for violation of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.

District Policies:

Policy Title	Policy No.
Use of Technology	2360
Acceptable Use of Computer Network/Computers and Resources	2361
Student Use of Privately Owned Technology	2363

Care of School Property	5513
Use of Electronic Communications and Recording Devices	5516
Student Discipline / Code of Conduct	5600
Loan of School Equipment	7520
Family Educational Rights and Privacy Act	8335

East Greenwich Township School District
Student Acceptable Use Policy & Chromebook Protection

Assigned Assets: Please check off that you have recieved the following.

- ☐ Chromebook Computer   Serial #: _____
- ☐ AC Adapter and Power Cord
- ☐ Chromebook Case

Protection Plan Options: Please select an option below.

- ☐ Personal Liability
- ☐ One-Year Chromebook Protection Plan $30
- ☐ Four-Year Chromebook Protection Plan $100 *(Available to 3rd grade students and new enrollments)*
  Please send in cash and/or check to the Samuel Mickle Main Office at your earliest convenience. Checks can be made out to the East Greenwich Township School District.

Parent/Guardian:

The undersigned acknowledges and agrees to the Student Acceptable Use Policy for use of district and personal equipment. Further, accepting full responsibility for supervision, if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet, participate in live video or audio classroom instruction at home and certify that the information contained on this form is correct.

Parent/Guardian Name: _____

Parent/Guardian Signature _____

Date: _____

Student:

The undersigned agrees to the Student Acceptable Use Policy for use of district and personal equipment, and pledges that they are responsible for the district device both at school and at home. They will use their chromebook for school work only, and will be sure to always have it charged and ready for class. They will keep track of their device and always keep it under their possession.

Student Name: _____

Student Signature: _____

Date: _____

Grade & Homeroom Teacher: _____