



Norfolk Junior High School
Chromebook Acceptable Use Policies and Procedures
2019-2020

At Norfolk Junior High School we are working diligently to improve the quality and access of technology tools and resources for our students. Essential to this effort is a strong partnership with our school board and various community agencies to rethink and transform teaching and learning.

We are making an investment in our infrastructure, our equipment and our delivery of services to better serve our staff, student and parent populations. Norfolk Junior High School is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. It is our hope that students will develop and implement important life skills like critical thinking, information literacy and problem solving through the use of Chromebooks, content-focused curriculum and collaborative technology tools. The lessons learned and the insights gained through this collaborative effort will provide an effective and feasible blueprint for future implementations throughout the rest of the Norfolk district.

The policies, procedures and information within this document apply to all Chromebooks used at Norfolk Junior High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements at their discretion for use in their classroom.

“Maximizing Student Potential and Transforming Teaching and Learning”

1. Receiving Your Chromebook & Chromebook Check in

1.1 Receiving Your Chromebook:

Chromebooks will be distributed each fall. Parents & students must sign and return all required documents before the Chromebook can be issued. The Chromebook fee and associated fines outline options for families to protect the Chromebook investment for the school district.

1.2 Chromebook Check-in:

If a student transfers out of Norfolk High School during the school year, the Chromebook must be returned before checking out. Records will not be forwarded to other schools until the Chromebook has been returned and checked for damage by our media center staff.

1.3 Fees for Missing or Damaged Chromebook:

- Individual school Chromebooks and accessories must be returned to Norfolk Junior High School at the end of each school year. Students who withdraw or are suspended or expelled, or otherwise terminate their enrollment at NJHS for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook and all of the accessories (cases, cords, etc.) at the end of the school year or upon termination of enrollment at Norfolk Junior High School, the family is subject to financial liability until the Chromebook is returned or the associated fees are received in full. For example, if the Chromebook is not turned in immediately upon the student leaving the district, the family will pay the current market value replacement cost of the Chromebook. Failure to return the Chromebook within 5 working days after withdrawal from Norfolk Junior High School will result in a theft report being filed with the Norfolk Police Department. Furthermore, the student will be charged for any needed repairs, not to exceed the replacement cost of the Chromebook.
- Students that are serving long term suspensions (over five days in length) will work out the details of using the device during the suspension with administration before the suspension begins. This will be done on a “case by case” basis.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be immediately taken to the Media Center for an evaluation of the equipment.

2.1 General Precautions:

- The Chromebook is school property and all users will follow this policy and the Norfolk Public Schools Acceptable Use policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type should be used on the device or the screen.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the Chromebook.
- Chromebooks must never be left in an unlocked locker, car, or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged for school each day.
- Students may not use “skins” or stickers to personalize their Chromebook case.

2.2 Carrying Chromebooks:

- Chromebooks should be securely closed when carried.

2.3 Screen Care:

- The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not put books on top of the Chromebook when the lid is closed.
 - Do not place anything near the Chromebook that could put pressure on the device.
 - Do not place anything in between the screen and the keyboard and then close the lid.
 - Clean the screen with a soft, dry cloth.
 - Be careful about putting the device in your book bag.
- Close the lid when carrying the Chromebook. Do not carry the Chromebook by the screen.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using your Chromebook at School

Chromebooks are intended for “learning” purposes for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes.

3.1 Chromebooks Left at Home:

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Repeat violations will result in disciplinary action as outlined in the **Student Code of Conduct**.
- Remember that the Chromebook is checked out only to you and use of the device by other family members or friends is discouraged. Students are responsible for damage to the Chromebooks incurred by friends or family members.

3.2 Chromebook Undergoing Repair:

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Media Center. There may be a delay in getting a Chromebook back to the student should the school not have enough extra devices to loan.

3.3 Charging Your Chromebook’s Battery:

Chromebooks must be brought to school each day in a “fully charged” condition. Students need to charge their Chromebooks each evening. If a Chromebook loses charge due to use throughout the school day, charging stations are available in the media center or in classrooms.

3.4 Background Photos:

- Any media deemed inappropriate by staff may not be used as a background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in the **Student Code of Conduct**.

3.5 Sound:

- Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.
- Students are responsible for carrying earphones or earbuds at all times.
- Only apps approved by Norfolk Junior High will be allowed on the Chromebooks.
- Space is limited on the device. When saving items, students should use Google Drive.

3.6 Printing:

- Chromebooks will not be set up for printing at school.
- Students can work with teachers to print in instances where printing cannot be avoided.
- Printing at home will require the Google Cloud Print Service.

3.7 Home Internet Access:

- Students are allowed to connect to wireless networks outside of school on their Chromebooks. This will assist them with Chromebook use while at home. The policies outlined in this document are also applicable to home use of a NPS provided device. Any violation of the policy will result in consequences determined by administration or his/her designee.
- Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.
- If a student does not have Internet access at home, information on affordable Internet plans are available through local vendors, community “hotspots” or the local library.
- Even if students access Internet services from home, the device is still monitored through the school’s filtering system.
- Chromebooks can be used offline and do not require an Internet connection to work.

4: Managing and Saving your Files

4.1 Saving to the Chromebook/Google Drive

Students should save work to Google Drive from their Chromebook. Students may also email documents to themselves for storage on a flash drive or district server. Limited storage space will be available on the Chromebook – it will NOT be backed up. It is the student’s responsibility

to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity:

- Norfolk Junior High School makes no guarantee that our wireless network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- It is a violation of the Internet Safety and Acceptable Use policies to use applications that bypass NPS proxies and filtering. Repeat violations will result in disciplinary action as detailed in the Student Code of Conduct.

5: Acceptable Use

The use of district technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Norfolk school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Norfolk Public School district. 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 Student Code of Conduct shall 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.

5.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio.
- During registration, Open House night, parent trainings or other scheduled times you may be required to receive necessary information regarding the Chromebook initiative and sign the Acceptable Use Policy and Permission/Acknowledgement forms.
- Should you want your student to opt out of taking a Chromebook home, your student will be assigned a Chromebook to be checked out and returned at the end of each school day. Your student is still responsible for meeting course requirements and completing class assignments and is responsible for any damage to the device.
- *Should you want your student to “opt out” of having a Chromebook, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.*

5.2 School Responsibilities:

As a school we will:

- Provide Internet access at school.
- Provide information on various home Internet options.
- Provide a Google account to all students.
- Provide Internet blocking of inappropriate materials as able while utilizing NPS networks.
- Provide network data storage areas. These will be treated similar to school lockers. Norfolk Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via NPS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, complete academically related activities and help ensure student compliance of the Acceptable Use policy.

5.3 Student Responsibilities:***As a student I will:***

- Read, understand and follow the Norfolk Public Schools District Acceptable Use Policy for technology and other school related policies. The link for the Acceptable Use document and other district policies can be found at: <http://www.norfolkpublicschools.org/>
- Use computers and other electronic devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to Chromebook usage.
- Utilize technology resources in an appropriate manner that does not result in the informational damage of 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’s own negligence, errors or omissions. Use of any information obtained via the NPS District’s designated Internet System is at your own risk. The Norfolk Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report any physical damage to the devices immediately to school staff.
- Secure Chromebook devices against theft or loss.
- Help our district protect our computer system/device by contacting an administrator about any security problems I may encounter.
- Monitor all activity on my own account(s).
- Turn off the device and secure my Chromebook after I am done working to protect my work and information. I understand that securing the Chromebook includes storing the device “out of sight” and in a restricted access location.
- Tell school personnel immediately if I receive email or other electronic communication containing inappropriate or abusive language or if the subject matter is questionable. I understand that I may be asked to forward a copy of the questionable material to a administrative staff for further investigation.
- Not plagiarize information, other documents, or creative works that I find on the Internet. I understand that plagiarism is taking the ideas or writings of others and presenting them as

if they were yours.

- Respect the rights of copyright owners and give proper credit to sources as needed.
- Return my Chromebook in good working order to school staff at the end of each school year or other dates for turn in. I understand that students who withdraw from school, transfer out of the district, are suspended or expelled, or terminate enrollment from the district for any other reason must return their Chromebook and accessories on the date of termination or withdrawal.

5.4 Student Activities which are Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Norfolk Public Schools Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Use of Internet/computer games when class is in session without teacher permission.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- 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 to mislead, harm, bully or harass another person is strictly prohibited.
- 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 (for example, 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 the district web filter through a web proxy, phone tethering, and any other means.
- Bullying as defined in our Board Policy and the Student Code of Conduct will not be tolerated.

5.5 Chromebook Care:

- Students may be selected at random to provide their Chromebook for inspection. If a

student's device is requested for an inspection, passwords to unlock the device must be immediately provided. Norfolk Junior High School staff reserve the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

- During the school year, Norfolk Junior High School staff will conduct “*Chromebook Health Days*”. These “Health Days” will be random throughout the year and are intended to stay current with the conditions of each student’s Chromebook. During the “Health Days”, staff will inspect the Chromebook for damage and immediately report the damage to media center staff. Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Chromebook batteries must be charged and ready for school each day.
- No labels or stickers may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to a teacher, administrator or district “tech team” personnel immediately. Do not take the device to another agency for repair.
- Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students and their families are responsible for damage incurred while the device is checked out to the student. The cost for various repairs is listed elsewhere in this document. Students may be provided a temporary Chromebook while their assigned device is being repaired.
- Chromebooks that are stolen must be reported immediately to the Norfolk Police Department and school staff. Police reports should not be filed if the Chromebook is misplaced or left unintentionally.

5.6 Legal Propriety:

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of our Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators are subject to discipline as referred to in the Norfolk Junior High School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

5.7 Student Conduct and Discipline:

If a student violates any part of the above policy, he/she may be put on the following disciplinary steps:

1st Offense – Student(s) will check-in/checkout their Chromebooks from Junior High school staff daily for three (3) weeks.

2nd offense – Three (3) weeks of Chromebook privilege suspension (student still responsible for all required work)

3rd offense –Loss of Chromebook privileges for a length of time determined by the administration.

Norfolk Junior High School administration reserves the right to modify discipline based on the severity of the student's action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

6: Protecting and Storing your Chromebook

6.1 Chromebook Identification:

Our tech staff have unique ways to identify each device. These identifiers are to remain intact and not be tampered with.

6.2 Storing your Chromebook:

- When students are not using their Chromebooks, they should be stored in their lockers or in a place designated safe by school staff. Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school (regardless of whether or not they are needed).
- Chromebooks should not be stored in a vehicle at school or at home.

6.3 Chromebooks Left in Unsupervised Areas:

Under no circumstance should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the forum, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be immediately taken to the media center or the office. Multiple offenses of a Chromebook being left unattended will result in disciplinary action as detailed in the Student Code of Conduct.

7: Repairing or Replacing Your Chromebook

7.1 Claims:

All repair/replacement claims must be immediately reported to Media Center staff or administration. **In the event of theft, students must file a police report using the Serial Number and NPS identification number and bring a copy of the report to the Principal's office immediately.** This must happen before a Chromebook can be repaired or replaced.

7.2 Student / Family Responsibility:

- Students and their families are responsible for the fees associated with any repairs or replacements necessary.
- If a device is damaged, the student will pay the current market value cost to repair the device. **The technology fee of \$35.00 does not cover repair and replacement costs. If the student's fee was waived, full repair costs will be incurred.** Students may be issued a temporary device to use in class while their assigned device is repaired.
- If a device is lost, the student will owe the current market value for the replacement of the Chromebook **(even if the initial fee was waived)**. If the device is stolen and there is no verifiable proof of theft, the student will owe the current market replacement cost of the device to Norfolk High School **(approximately \$300)**. Students may be assigned a loaner or replacement device the first time a device is lost or stolen. If students lose their assigned device a second time, they will lose the privilege of taking the Chromebook home.
- If a Chromebook is reported stolen on Norfolk Public School's (NPS) property or "off campus", it is the responsibility of the student and their family to report the Chromebook stolen to Norfolk Police and junior high school administrative staff as soon as possible. The non-emergency line for the Norfolk Police Department is 402-644-8700.
- To file a police report you will need the Chromebook's serial number and NPS identification number found on the back of each Chromebook. These numbers will be provided to you when the device is checked out to the student. We also have copies of the assigned number on file at school.
- For all theft claims, the student/family is required to provide a copy of the police report to the administrative staff at Norfolk Junior High School. The police report, and the specific details of the theft, will determine the financial responsibilities of replacing the Chromebook.
- **If there is no proof that a theft occurred, the loss will not be covered by NPS.** As an example, this type of loss occurs when an Chromebook goes missing, or is accidentally left somewhere, but there is no proof the Chromebook was stolen. In this situation the student/family is responsible for the current market replacement cost of a new Chromebook (or equivalent Chromebook if the current version used in our school is no longer available new).
- Until a police report is filed and a copy is provided to Norfolk High School, all thefts will be considered not covered.

Here are the specific steps to follow if your Chromebook is stolen:

1. Report the Chromebook stolen to Norfolk Police – report must include serial number and asset tag.
2. Report the theft to an administrator at Norfolk Junior High School.
3. Provide a copy of the filed police report to an administrator at Norfolk Junior High School.
4. If a device is stolen, a police report is required and should be filed immediately. If there is verifiable proof of theft, NPS will pay for the replacement cost of the device.