



**Norfolk Middle School**  
**Chromebook Acceptable Use Policies and Procedures**  
**2020-2021**

At Norfolk Middle 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 Middle 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 Middle 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 and pay the Chromebook fee before the Chromebook can be issued.

**1.2 Chromebook Check-in:**

If a student transfers out of Norfolk Middle 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 Tech Office.

### **1.3 Fees for Missing or Damaged Chromebook:**

- Individual school Chromebooks and accessories must stay at Norfolk Middle School. Students are not allowed to take their Chromebooks home. Students and their family are responsible for all damages. Students will be issued a Chromebook in 5th grade and that same Chromebook will be yours to use through 8th grade. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Norfolk Middle 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 Middle 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.

## **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 Tech Office 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 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.
- Close the lid when carrying the Chromebook. Do not carry the Chromebook by the screen.
- Do not “bump” the Chromebook against lockers, walls, 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 Stay At School:**

- All Norfolk Middle School Chromebooks will stay at school inside a cart in your homeroom class. Students are responsible for making sure their Chromebook gets plugged in and charged every day.
- Remember that the Chromebook is checked out only to you and use of the device by other students is discouraged. Students are responsible for damage to the Chromebooks incurred by letting another individual use their personal device.

#### **3.2 Chromebook Undergoing Repair:**

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Tech Office.

#### **3.3 Charging Your Chromebook’s Battery:**

Students need to plug in their Chromebooks after school every day. This is the students responsibility not your teacher’s responsibility.

#### **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 Middle School will be allowed on our 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.

## **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 Middle 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, you will be required to sign the Chromebook Agreement and the Student Pledge forms. If these are not signed and the fee is not paid your student will not receive a Chromebook.

### **5.2 School Responsibilities:**

#### ***As a school we will:***

- Provide Internet access at school.
- Provide a Google account to all students.
- Provide Internet blocking of inappropriate materials as able while utilizing NPS networks.
- Provide network data storage areas. 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 apply 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.
- Make sure my Chromebook gets put away and plugged in every day.
- 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.
  - 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 an administrative staff member 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 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 Middle School staff reserve the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.
- 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. All damages are fixed in our Tech Office at Norfolk Middle School.
- 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 school staff.

### **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 Middle 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 lose their Chromebook privileges.

*Norfolk Middle 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 the carts in their Homeroom or in a safe area in the classroom.

### **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 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 the Tech Office or administration.

### **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 Middle School (approximately \$300).