



Technology Acceptable Use | Mobile Device Terms and Conditions.

Holland Public School's 1:1 Chromebook program is designed to provide equipment and resources that meet the needs of today's students. The Chromebook 1:1 Program helps to facilitate the OAISDs 7 Skills4Success:

- Technology Literacy
- Collaboration and Global Thinking
- Effective Communication
- Critical Thinking and Problem Solving
- Flexibility and Adaptability
- Ethical Citizenship
- Personal Accountability

Additionally, this program provides access to digital content both at home and at school whenever needed. More specific uses will be determined and communicated by classroom teachers.

Mobile Device Handbook

Student Responsibilities

Use of the Chromebook is a privilege. The Holland Public School District owns the device and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the Chromebook to school fully charged each day and have them in class just as they would for any other required material.

As a technology device, Chromebooks fall under the Acceptable Use Policy and the Technology Code of Ethics.

- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Holland Public Schools.
- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery daily.
- I will be responsible for any damage caused by food or drink to my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I understand that my Chromebook is for educational use.
- I will only use school-appropriate decorations (such as stickers, etc.) on my Chromebook case.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).

- I will notify an administrator if a threatening or inappropriate message is received.
- I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

Student Activities Strictly Prohibited

- Videotaping or photographing any individual, for non-educational use without their consent.
- 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.
- Internet/Computer Games during instructional time.
- Bypassing the HPS web filter through a web proxy.
- Spamming.
- Sending mass or inappropriate emails.
- Gaining access to any other individuals' accounts, files, and/or data.
- Use of the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- 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.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol and drugs.
- Using any wireless communications device in any bathroom or locker room.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow in the use of the internet just as you do in the use of all media information sources such as television, phones, movies and radio. Should you want to opt out of taking a Chromebook home you may indicate that the Chromebook assigned to your child will stay at school each day. It will still be used in school but it will not go home. You will need to login to the Infinite Campus Parent Portal to modify the settings on your child's account.

Check to see that your student's device comes to school charged each day.

Make

sure that the Chromebook is used by the student only, and not other family members. Make sure that the Chromebook and charger are returned to school at the appropriate times.

School Responsibilities

- Provide internet access Provide a Google Apps for Education Account, including Gmail.
- Provide internet filtering of inappropriate materials as able .
- Technology devices will be treated similar to school lockers. HPS reserves the right to review, monitor, and restrict information stored on or transmitted via HPS district-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in accessing, evaluating, and using information and ensure student compliance of the acceptable use policy.

General Use

Use caution when eating or drinking near your Chromebook. Cords, cables, and removable storage devices and headphones must be inserted carefully into the Chromebook to prevent damage. Students should never carry their Chromebook while the screen is open.

Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.

Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.

Students need to take their Chromebooks home with them every night to charge them, or turn them in to the Student Success Office if parents have chosen that option.

Chromebooks should not be left unattended, particularly in the lunch room, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.

Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

Chromebook case personalization must adhere to the Student Code of Conduct.

Charging Your Battery

Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Technology Office for repair (high school only).

Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment.

Screen Care

Do not lean on the top of the Chromebook when it is closed.

Do not carry your Chromebook when it's open, especially by holding on to the screen.

Do not place anything near the Chromebook that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.

School Use

Chromebooks are intended for use at school each day. In addition to teacher expectations for

specifically instructed not to do so by their teacher.

If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.

Chromebook Management

Holland Public Schools' Chromebooks are managed by the domain oaisd.org. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

Media, Sound, and Games

All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.

Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines. Use of media, sound, and games must be in accordance with classroom procedures.

Chromebook Check-in and Check-out Repair

Chromebooks will be distributed each fall and collected each spring.

Parents and students must electronically sign the Chromebook Agreement as part of the annual online registration process before the Chromebook will be issued.

SUMMER: Students will turn in their Chromebook at the end of the school year. Upon return to school the next year, the student will receive the same Chromebook that was issued the previous year. WITHDRAWAL: If a student withdraws from Holland Public Schools, the Chromebook and charger will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook and charger may result in a warrant for arrest on theft charges.

Repair & Costs:

Chromebooks that are broken or fail to work properly must be taken by the student to the Technology Office in a timely manner.

If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.

The first incidence of damage is covered by the fee paid.

A second incidence of damage is billable at parts and labor cost.

If a Chromebook is lost the student will need to pay full device replacement cost at the then-current price.

If a charger is lost the student will need to pay full charger replacement cost at the then-current price.

If a Chromebook is stolen the family will need to provide police report documenting the theft to waive the replacement charge. Without a police report, the device will be considered lost and replacement cost charged to the family.

Educational Fee:

Holland Public Schools will charge an annual \$20 Educational Fee for the use of the Chromebook and other student materials such as textbooks and lab equipment.

filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

Saving To The Chromebook:

Student work will be saved in the student's Google Drive Account at hps21.org. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Google Drive files on other devices including laptops, tablets, and smart phones. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook, and could be deleted if the Chromebook needs servicing.

Apps & Extensions:

HPS manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.

Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

Inspection:

Chromebooks are property of the Holland Public School District and are subject to inspection at any time.

Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

Chromebook Operating System Updates:

The Chromebook will update automatically every time the device is connected to the Internet. If a Chromebook does not appear to be managed by oaisd.org, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the Technology Office.

Technology Acceptable Use Policy

Holland Public Schools Technology Resources Acceptable Use Agreement For Students Under Age 18 All Student users of Technology Resources are required to sign this Acceptable Use Agreement (the "Agreement") in order to receive authorization to use Technology Resources.

Holland Public Schools (the "School District") does not authorize any use of Technology Resources which are not conducted in strict compliance with this Agreement and the School District's Policy 5136—Wireless Communication Devices, 5513—Care of District Property, 5517.01—Bullying and Other Aggressive Behavior Toward Students, 7540.01—Technology Privacy, 7540.03—Student Network and Internet Acceptable Use and Safety, 7543—Remote Access to the District's Technology Resources, 7545—Electronic Communications, the Mobile Device Student and Parent Handbook, and/or the Student Code of Conduct as part of the Holland High School Handbook. Technology Resources include, but are not limited to, the School District's Internet system, computers, Chromebooks, tablet devices, and any other technology device owned by the School District. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Policies as defined above, the Mobile Device Student and Parent Handbook, and the

Student Code of Conduct as part of the Holland High School Handbook (all of which are located on the School District's website) carefully and understand their significance. Student Acknowledgement I have read the School District's policies as listed above 5136, 5513, 5517.01, 7540.01, 7540.03, 7543, 7545; the Mobile Device Student and Parent Handbook; and the Student Code of Conduct, the terms and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. By executing this Agreement, I expressly agree to be responsible for my use of School District Technology Resources in accordance with the School District's conditions, rules, and regulations, and to assume all responsibility for any liability associated with my use of School District Technology Resources in violation of this Agreement. I consent to, and understand that, the School District may monitor my electronic communications, including logs showing my Internet access, e-mail, downloaded files and other uses of the Technology Resources of the School District. I consent to and understand that, the School District may collect and examine a Technology Resource(s) that is suspected of causing technology problems or was the source of an attack, hacking, virus, or other infection. I consent to, and understand that, the School District may collect and examine Technology Resources when a student is suspected of violating the Student Code of Conduct, the Mobile Device Student and Parent Handbook, or Board policies. I understand and agree that the School District assumes no responsibility for my use the Technology Resources and I assume the risks associated with use of Technology Resources and the Internet, including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that violating the School District's Student Code of Conduct, the Mobile Device Student and Parent Handbook, and/or Board policies may result in having my use privileges of School District Technology Resources suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct, or other legal action. Parent/Guardian Acknowledgement and Release As the parent(s)/guardian(s) of the student named below, I/we have read the School District's policies as listed above 5136, 5513, 5517.01, 7540.01, 7540.03, 7543, 7545; the Mobile Device Student and Parent Handbook; the Student Code of Conduct as part of the Holland High School Handbook; the Mobile Device Handbook and this Student Acceptable Use Agreement and discussed them with my/our child. I/We understand that access to and use of School District Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the School District to open a user account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Internet and I/we assume the risks associated with my/our child's use of the Internet. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Policy 7540.03 – Student Network and Internet Acceptable Use and Safety, the Mobile Device Student and Parent Handbook, the Student Code of Conduct as part of the Holland High School Handbook, and/or Board policies, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use through school accounts or personal accounts.

I agree to all of the terms and policies above.

I agree _____ (student initial)

Student Signature _____ **Date** _____ Please sign your full-name.

Student ID Number _____
(This is the student one-thousand number. Example: 10000000)

Parent Signature _____ **Date** _____ Please sign your full-name.