



# AUBURN UNION SCHOOL DISTRICT

255 Epperle Lane, Auburn CA 95603

## **Student Chromebook Rules, Regulations & Agreements (SCA)**

In order to use the Google Chromebook for required class activities, you must be responsible and adhere to these rules and policies at all times. **Remember, the device is at all times property of Auburn Union School District (AUSD), not your personal device. Violation of these regulations can result in loss of the device.**

- Only use the Chromebook that is assigned specifically to you; do not let other students use or borrow your device.
- Do not place books or other items on top of the device.
- Never leave your device unattended. Unattended Chromebooks will be confiscated, and after a first warning, students will receive detention for each subsequent occurrence.
- **ABSOLUTELY NO STICKERS** on Chromebooks
- Only use the device for school work.
- Follow the teacher's instructions about labeling documents prior to sharing or printing.
- If you notice that something is wrong with the device, report to your teacher immediately.
- No food or drinks allowed around the devices.
- Follow all ACSD policies and school rules pertaining to the use of technology.

### **Important Notes:**

- **DO NOT force** anything into the ports and slots on the side of the Chromebook
- **DO NOT jerk, drop or slam closed** the cover of the laptop computer
- DO NOT carry your Chromebook by the screen. Carry/hold your Chromebook properly and securely
- DO NOT put the Chromebook on the floor or on any unstable surface
- DO NOT leave your Chromebook unattended
- DO NOT throw the Chromebook or mistreat it

### **Students must:**

- Respect and protect their own privacy and the privacy of others.
  - Use only your assigned accounts.
  - Keep personal information such as: name, address, phone number, etc., offline.
  - Keep passwords secret.
    - Have permission to photograph, videotape and post images or videos of people to the Internet.
- Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices.
  - Conserve, protect, and share these resources with other students and Internet users.
    - AUSD isn't responsible for damages to personal technologies or electronic communication devices.

- Treat digital technologies with care, report any damages, security risks or violations immediately.
- Respect and protect the copyrighted/intellectual property of others.
  - Cite all sources appropriately.
  - Follow all copyright laws.
  - Use electronic communication devices appropriately to assure academic integrity.
- Respect and practice the principles of community.
  - Communicate only in ways that are kind, responsible, respectful and lawful.
  - Use electronic communication devices for schoolwork only.
  - AUSD email should be used for schoolwork only.
  - Report threatening or offensive materials to a teacher or administrator.

## **Software**

### **a. Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

### **b. Chrome Web Apps and Extensions**

- Students are not allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store without permission.
- Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## **Email Usage**

- The primary purpose of the student electronic mail system is for students to communicate with school staff, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school email, just as they are in a classroom or a school hallway.
- Access to email is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to their Teacher who will then take action with the Director of Technology.
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.

- Email accounts are filtered and messages written containing inappropriate language or content will be flagged.
- Student email is provided by the district and is district property. AUSD reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.
- Student email accounts will be removed from the system after graduation, leaving the school district, or any disciplinary actions. If necessary, AUSD, at its discretion, may close the accounts at any time.

### **Responsible Use**

Cyberbullying is bullying which is carried out through an internet service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS) aka Text. It may also include inappropriate use or distribution of images, videos or audios of another person. Any form of cyber bullying will not be tolerated under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, or inform your teacher quietly if needed. Students will not access chat rooms or social networking sites and will not give out any personal details over the Internet.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

#### **a. Monitoring Software**

1. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district.

### **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the AUSD AUP and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media

that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

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 a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. 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 stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. I will not post any personal information about others without their consent.

4. **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual property**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Home Use Guidelines and Rules for all grades during a COVID Distance Learning Period and for Grades 6-8 at all times.** Students are allowed to take their Chromebooks home for academic purposes only. In addition to the guidelines and rules listed above, home use requires additional responsibility on the parts of both students and parents.

1. Students are responsible for bringing their Chromebook to school EVERY DAY.
2. Students are responsible for charging their Chromebook at home EVERY DAY.
3. Students will be issued a Chromebook and corresponding charger to take home. Both must be returned upon request or prior to the last day of school of the school year.
4. Chromebook usage at home must adhere to the same usage guidelines as at school. Any inappropriate usage may result in loss of device privileges.
5. Failure to follow the Home Use Guidelines and Rules may result in loss of home use privileges.