

INTERNET ACCEPTABLE USE AGREEMENT

Filtered high speed Internet access is available to students and teachers in the Rockton School District. We are pleased to have this access in our schools and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

On a global network it is impossible to control all material and an industrious user may discover controversial information. We firmly believe that valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Rockton School District user violates any of these provisions, his or her privileges for future access could be denied. The signature at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local -area and wide-area networks, including wireless networks (WiFi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

Internet – Terms and Conditions of Use:

1. Acceptable Use – the purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be consistent with the educational objectives of Rockton School District. Transmission of any material in violation of any national or state regulation is prohibited.
2. Privileges – The use of the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges.
The system administrator along with the administration will deem what is inappropriate use and their decision is final.
3. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:
 - a) Be polite. Do not get abusive in your messages to others.
 - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c) Do not reveal your personal address or phone number of students or colleagues.
 - d) Note that electronic mail (E-mail) is not guaranteed to be private. The system administrator will have the right to access all mail.
 - e) Do not use the network in such a way that you would disrupt the use of the network for other users.
4. Rockton School District makes no warranties of any kind, whether expressed or implied for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, or service interruptions caused by its own negligence or your errors or omissions. You are not allowed to use the school's access to the Internet to make purchases of any kind without written authorization for the system administrator.
5. Security – On any computer system, security is a high priority, especially when the system involves many users. If you feel you can identify a security problem, notify a system administrator, DO NOT demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. Vandalism – Will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data, hardware, or another user. This includes, but not limited to, the uploading or creation of computer viruses.

7. Internet Content – The student exercising his/her right to use the Internet as an educational resource shall also accept the responsibility for all material received under his/her user account. Only those students with prior experience or instruction shall be authorized to use the Internet.

Students will accept the responsibility of keeping copyrighted software of any kind from entering the school via the Internet.

Students will accept the responsibility of keeping all pornographic material, inappropriate test files, or files dangerous to the integrity of the network from entering the school via the Internet.

Students may NOT subscribe to newsgroups or listservs via the school's Internet access or account.

The Rockton School District reserves the right to examine all data stored in the machines involved in the Internet or not to make sure that all users are in compliance with Internet regulations. The District also reserves the right to change the rules at any time without notice.

Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

Chromebook Student Usage

- Students are responsible for the general care of the Chromebook.
- Chromebooks that are broken or fail to work properly must be taken to a classroom teacher immediately.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a classroom teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not expose your Chromebook to extreme temperature or direct sunlight for an extended period of time.
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Under no circumstances are students to modify, remove, or destroy identification labels. Any identification labels deemed to be modified, removed, or destroyed may result in forfeiture of Chromebook privileges.
- Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any damage that is deemed accidental will be financially covered by the district. If damage is done purposely, students will face consequences and may be financially liable to replace or repair the damage done to the Chromebook.
- Students are encouraged to purchase a Chromebook case.

Please answer “Yes” or “No” questions and complete bottom portion of this form.

Return to your child’s teacher ASAP. Thank you!!!

Rockton School District #140 2022-2023 Parent/Student Handbook Signature Page

I am aware the Parent/Student Handbook will be available in August online at www.rockton140.org. I will read the Handbook and will ask questions should I have concerns regarding the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

My signature below indicates that I will access and read the 2022-2023 Parent/Student Handbook for Rockton School District #140 and become aware of the Discipline Policies and Procedures (Pages 24-34) and the Attendance Policy (Pages 12-14), as well as the other District #140 policies and procedures presented therein. In addition, I give my permission for the following (**please circle YES or NO**):

YES or NO As a student, I have read the *Rockton School District Internet Use Agreement* and understand and will abide by the Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action.

YES or NO My child can be photographed for school-related purposes, such as sport/club/activity photos to be used in school-related publications including newsletters, school website, and local newspapers. My child's name can accompany the photograph.

YES or NO As the parent or guardian, I have read the *Internet Use Agreement*. I understand that this access is designed for educational purposes. Rockton School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Rockton School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to let my child explore the Internet.

Please complete and sign for all above mentioned items.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____ Date: _____

If you have a question, please see your child's teacher and/or building principal. Thank you for your cooperation!

MILITARY SERVICE: The State of Illinois now requires school districts to ask two questions regarding military service. These questions are provided below for you to answer. Your response is completely voluntary, however, if you would like to fill out this form and return it to your child's school, please do so.

Military Service (Providing information is optional.)

1. Does this student have a parent or guardian who is a member of a branch of the U.S. Armed Forces?
Yes _____ No _____
2. Does this student have a parent or guardian that is deployed or expects to be deployed to active duty during the school year?
Yes _____ No _____

Student's Name _____ Grade _____

Parent Name (Printed) _____ Parent Signature _____



Stephen Mack Middle School Chromebook Policy Handbook

Receiving Your Chromebook

- Students will receive their Chromebook the week before school starts at scheduled Chromebook orientation nights.
- Parents/Guardians and their students are required to attend an orientation meeting and sign the Rockton School District Chromebook Agreement before a Chromebook can be issued to their student.
- All transfer/new students will be able to pick up their Chromebooks from the Main Office after they have registered for classes and viewed the orientation presentation. Both students and parents must sign the Rockton School District Chromebook Agreement prior to picking up a Chromebook.

Returning Your Chromebook

End of the Year

Eighth grade students will return their Chromebooks at the end of the 22-23 school year. Students will be charged for Chromebook damages. Eighth grade students who do not turn their Chromebook and power cord will be billed for the cost of the Chromebook. Sixth and seventh grade students will keep their Chromebooks over the summer.

Transferring/Withdrawing Students

- All students who transfer out/withdraw from Rockton School District must turn their Chromebook and power cord into the main office on the last day of attendance in the Rockton School District.
- Students who do not turn in their Chromebook and power cord will be billed for the cost of the Chromebook.

Chromebook Care

Students are responsible for the general care of the Chromebook that they have been issued by the school.

General Precautions

- Students will not mark, deface or place stickers on the Chromebook.
- Food or drink should not be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks and accessories should not be used or stored near pets.

- Power cords must not create a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Students shall never leave their Chromebooks unattended, nor should they be loaned to any other student.
- It is highly recommended that Chromebooks are kept in a protective case when transported to and from school.

My Chromebook is damaged. What do I do?

- Chromebooks that are broken or fail to work properly must be taken to the library. Students must provide any information they may have as to why the device does not work properly. A loaner computer will then be given to the student until the issued Chromebook can be repaired.
- District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students should not attempt to repair or disassemble any part of the Chromebook.
- Loss or theft of the Chromebook is also the student's responsibility and may result in the student being charged and a police report being filed.
- Students may be responsible for the cost of repair for damage to devices due to damage or neglect. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not exceed the full replacement value of the Chromebook.
- Broken screens will be repaired by the district. The screen repair cost will be \$50.

Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook. NOTE: Lost or stolen power cords will not be replaced but can be purchased by submitting a help desk ticket through the school library.

Asset Tags/Serial Number/Barcodes

- All Chromebooks will be labeled with a District asset tag and barcode.
- The asset tag and barcode may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or barcode or turning in a Chromebook without a District asset tag or barcode.
- The District will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number, and name and ID number of the student assigned to the device.

Cases

Students are encouraged to provide their own protective cases for their Chromebooks. Protective carrying cases are not guaranteed to prevent damages. It remains the student's responsibility to care for and protect his/her device.

Carrying Chromebooks

- Never lift a Chromebook by the screen.

- Never carry a Chromebook with the screen open.
- Never carry a Chromebook on the bottom of a stack of books.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).

Expectations for Using Your District Owned Chromebook at School

School Use

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.
- Headphones may be used at the discretion of the teacher.
- Students will log into their Chromebooks using only their school issued Google Account.
- Students should never share their account password with others.
- The District will not be responsible for the loss of any student work.
- Students may not attempt to circumvent any security policies, settings or software that is installed or enforced by Rockton School District.
- Use of technology at Rockton School District is for educational purposes only.
- The student is fully responsible at all times for the care and safety of their issued Chromebook.

Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

Camera

- Chromebooks have a built-in webcam. The District does not have the ability to access the webcam. At no times will webcams be used to monitor students.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.

- Students should never share their account passwords.

Managing Your Files and Saving Your Work

Students will create and save documents in Google Drive. Google Drive is a cloud storage service that allows students to store their documents, photos, videos and more in one place. Google Drive can be accessed from any computer with an internet connection and most mobile internet devices. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different internet storage solutions. The District will not be responsible for the loss of any student work.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet. Students are bound by the District Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks. Violations of these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District. ChromeOS updates itself automatically, so students do not need to manually update their Chromebooks.

No Expectation of Privacy

Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems. Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

Appropriate Uses and Digital Citizenship

District owned Chromebooks are to be used for educational purposes. Students must comply with any and all Board Policies regarding student discipline, harassment/bullying and to the acceptable use policy and all of its corresponding administrative procedures at all times. Violations of these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

2022-2023 Stephen Mack Middle School Student and Parent/Guardian Technology Responsibility Agreement

Student Responsibility for the Use of District Owned Technology Includes:

The student will:

- Comply with any and all Board policies regarding student discipline, harassment/bullying and acceptable use of electronic networks.
- Charge his/her Chromebook nightly, and make sure it is ready each day with a full charge.
- Communicate in a responsible, ethical, and polite manner; avoiding profanity, obscenity and offensive or inflammatory speech.
- Respect the Internet filtering and security measures included on the digital learning tool.
- Use technology for school-related purposes only.
- Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
- Allow an administrator or teacher to inspect the content of any District owned learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

- Mark, deface, or place stickers on the District owned Chromebook.
- Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
- Attempt access to networks and other technologies beyond authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.
- Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
- Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
- Reveal or post identifying personal information, files or communications to unknown persons.
- Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District owned or personally owned technology.
- Use the District owned device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of District owned computer technology.

The District is not responsible for any loss resulting from use of District owned technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this policy you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of the district owned Chromebook. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.



Stephen Mack Middle School Chromebook Agreement

As the student, my signature indicates I have:

Read or had explained to me the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

As the parent/guardian, my signature indicates I have:

_____ Read and understand the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and give my permission for my child to have access to and use the described District owned technology.

_____ Acknowledged that my student has received his/her District owned Chromebook and charger.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____