

Marathon School District

One-to-One Technology Chromebook Guide



The School District of Marathon provides...

Table of Contents

Table of Contents

Background Information	3
Why use Chromebooks?	3
Goals for Student Users	4
Receiving and Returning a Chromebook	4
Receiving a Chromebook	4
Returning a Chromebook	4
Fines Related to a Chromebook	5
Taking Care of a Chromebook	5
General Precautions	5
Carrying Chromebooks	6
Using a Chromebook at School	6
Chromebooks Left at Home	7
Chromebook Undergoing Repair	7
Charging a Chromebook's Battery	7
Screensavers/Background Photos	7
Sound, Music, Games, Software/Apps	7
Legal Propriety	7
Home Internet Access	8
Using the Chromebook Camera	8
Network Connectivity	8
Repairing or Replacing a Chromebook	8
School District Protection	8
Personal Home and Homeowners' / Renters' Coverage	9
Fee for Incidental Damage	9
Claims	9
Internet Safety and Acceptable Use	10
Security and Safety	14
User Agreement A	15
User Agreement B	19
Frequently Asked Questions	20
Parents' Guide to Safe and Responsible Student Internet Use	22
User Agreement C	24
Acceptable Use Form to Sign	25

Background Information

The focus of providing Chromebooks in the Marathon School District (MSD) is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the education program. Increased access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a “next generation” device that makes learning more engaging and accessible.

Why use Chromebooks?

1. Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks). This “space” is expanding every day.
2. Personalizing learning: it is widely recognized the 1 to 28 one-way knowledge-transfer model is fast becoming redundant. As teachers and lectures begin to create new ways of tackling this issue, the Chromebook could play a useful role in this transformation.
3. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
4. The Chromebook is an engaging device that could transform the way young people learn.
5. Instant-on and all day battery: it’s possible to get on the internet instantly.
6. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!”
7. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.
8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

- To promote a culture of collaboration among students and educators.
- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership and ownership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

Receiving and Returning a Chromebook

Receiving a Chromebook

- a. Students and parents will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook and AC charger. Students will be expected to purchase a case for the device. This case is required to be used whenever transporting the Chromebook.
- b. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.
- c. Chromebook will be labeled in a manner specified by the Marathon School District; this will include the serial number.
- d. The Chromebook and district-issued email account are the property of MSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a Chromebook or a school supplied or supported email service.
- e. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the MSD. Your child will then pick up and return a Chromebook to a designated teacher for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

Returning a Chromebook

- a. Chromebooks and all MSD accessories will be returned during the final week of school so they can be checked for serviceability. Students who participate in the purchase option will get their device back before summer break so they can utilize it during the summer months.
- b. Chromebooks must be returned immediately when a student transfers out of the MSD, is suspended or expelled, or terminates enrollment for any reason.

Fines Related to a Chromebook

- a. Chromebooks and AC chargers will be turned in to the District Technology Coordinator, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The MSD Administration will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Marathon Police Department.
- c. Parents will NOT be required to have insurance on the device. The school district will carry a policy that will cover the Chromebooks. However, the parents and students will be responsible for all costs associated with intentional damage, misuse, or neglect. Students may also be assessed a school fine of \$50 for the first time a machine needs to be repaired, \$50 for the second time a machine needs repair, and may possibly remove the student from the program if a machine needs repair a third time.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the MSD. Chromebooks that are broken or fail to work properly must be given to the District Technology Coordinator for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.** Chromebooks are the property of the MSD and all users will follow these procedures and the MSD Acceptable Use Policy.

General Precautions

- a. While the Chromebook is considered scratch resistant, the Chromebook can scratch. Avoid using any sharp object(s) on the Chromebook.
- b. Chromebooks do not respond well to liquid. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not close the lid with a pen/pencil or other object inside as it will break the screen.
- d. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the district technology coordinator.
- e. There is no “jail breaking” (bypassing filters and controls) of this device.
- f. Never throw or slide a Chromebook.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

- h. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the MSD or approved by the building principal.
- i. Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- j. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.
- k. Chromebooks should be placed in the supplied case and stored either vertically in the bottom of the locker or in a backpack/book bag to avoid putting any pressure on the screen.
- l. Chromebooks must never be left in an unlocked car or in any unsupervised area.
- m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled. **Do not leave in a car during the winter!!**
- n. **Chromebooks must be charged for school each day. This is the student's responsibility. Students will not be allowed to charge their device in classrooms. If you can remember to charge your phone you can remember to charge your Chromebook.**
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- p. PLEASE DO NOT ATTEMPT TO CONTACT DELL SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

Carrying Chromebooks

A case must protect the Chromebook at all times it is being transported. The Chromebook must be in a backpack when carried in the hallways or must be carried with two hands. When moving in a classroom with the Chromebook the students must carry by the base and must use two hands. **Always use a case when transporting your Chromebook.**

Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, procedures and rules, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly (3 or more times as determined by any staff member) leaves the Chromebook at home, the student will be required to 'checkout' the Chromebook from a designated teacher every day for three weeks.

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available so having a “loaner” is not guaranteed.

Charging a Chromebook’s Battery

- a. Chromebooks must be brought to school each day in a fully charged condition, or must be plugged in at school for students who must leave their Chromebook at school.
- b. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to “checkout” their Chromebook from a designated teacher every day for three weeks.
- c. In cases where the battery does “run out,” students may be able to connect their Chromebook to a power outlet in class.

Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/ear buds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.
- e. Internet games are not allowed on the MSD Chromebooks.

Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the district technology coordinator.
- b. Plagiarism is a violation of the MSD rules. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to MSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

Home Internet Access

THE CHROMEBOOK WILL BE FILTERED THROUGH THE MARATHON SCHOOL DISTRICT INTERNET FILTER.

Parents/Guardians, please take the necessary precautions for Internet safety with your student!

REMINDER: MSD provided Internet filtering on the district's network. These filters may not apply to any other locations. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook uses while at home. Printing at home requires a wireless printer, proper settings on the Chromebook and the correct app. The District Technology Coordinator will not assist in setting up the Chromebooks to print.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of other students.
- c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

Using the Chromebook Camera

The Chromebook comes equipped with camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

Network Connectivity

The Marathon School District makes no guarantee that the district's 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.

Repairing or Replacing a Chromebook

School District Protection

MSD has purchased these Chromebooks and will generally assume the financial liability for Chromebooks repairs or replacement due to normal and typical daily use. Parents will NOT be required to have insurance on the device. The school district will carry a policy that will cover the Chromebooks. However, the parents and students will be responsible for all costs associated with intentional damage, misuse, or neglect. Students may also be assessed a school fine of \$50 for the first time a machine needs to be repaired. \$50 for the second time a machine needs repair, and may possibly remove the student from the program if a machine needs repair a third time.

Personal Home and Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student will be the responsibility of the parent and/or student for repair and or replacement.

Fee for Incidental Damage

In the case where a Chromebook or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The MSD Administration will make the final determination of any fees assessed. See School District Protection section for more details.

Claims

- a. In cases of theft, vandalism, or other acts that may be covered by the school district insurance, the student/parent/guardian must file a report with Mr. Jacobson before a Chromebook can be repaired or replaced.
- b. In the event of a lost or stolen Chromebook, the MSD may deploy location software, which may aid in recovering the Chromebook.
- c. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

Instructional Resources and Services

Access/Use of Instructional Technology

Student/Staff Acceptable Use Policy

School District of Marathon

Please read this document carefully before signing the attached agreement.

GUIDELINES CONCERNING THE USE OF DISTRICT COMPUTER NETWORKS

All computer and communication network services in the School District of Marathon are provided for the sole purpose of facilitating the educational goals of the District. Users of the network should assume that any documents they store or any email messages they send or receive are not private. School District of Marathon reserves the right to access, review, monitor, copy, disclose, and/or download any stored information, communications, files or other materials created or maintained by any person, including coded, encrypted, or password protected material at any time. School District Staff e-mail will be archived for a span of seven years. These services are provided as a privilege to the user and this Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user, in accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA).

Please keep the following information for future reference and sign, date and return the attached signature page to the building principal.

User Rules

1. Personal Safety

- a. Users shall not post contact information (e.g., address, phone number, images) about themselves or any other person.
- b. Students shall not agree to meet with someone they have met online without approval of their parent(s)/guardian(s). Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student feel uncomfortable should be reported to school authorities immediately.
- c. Security Software will be installed on all District computers. The District provides filtered Internet access. Filtering levels for all students are determined by federal law and Board policy.

2. Illegal Activities

- a. Users shall not use district computer networks to engage in any illegal act, such as arranging for a drug sale, engaging in criminal gang activity, threatening the safety of a person, transmitting material in violation of state or federal law (CIPA). Following CIPA guidelines, this includes but is not limited to cyber bullying, transmitting pornographic or erotic images, sexual innuendos/implications, racial slurs, derogatory gender-specific comments, or any comment that defames, slanders or libels another person.

3. Commercial Activities

- a. Users shall not use district computer networks for commercial purposes to offer or provide products or services that are not related to the School District of Marathon.

4. Political Activities

- a. Users shall not use district computer networks for political lobbying or assisting a campaign for election of any person to any office or the promotion of or opposition to any ballot proposition.

5. System Security

- a. If an individual account is provided, the user is responsible for that account and should take all reasonable precautions to prevent others from being able to use that account. Under no condition should a user give his/her or another user's log-in and/or password to another person.
- b. Users shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Users should not look for security problems – this may be construed as an illegal attempt to gain access.
- c. Users shall avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading files.
- d. Users shall not attempt to gain unauthorized access to district computer networks or any other computer system or go beyond their authorized access by entering another person's account number or accessing another person's files.
- e. Users shall not deliberately attempt to disrupt the computer network or destroy data by spreading computer viruses or by any other means.
- f. Users shall not intentionally tamper with the hardware or software available for their use.
- g. Users shall not use others' passwords.
- h. Users shall not trespass in others' folders, documents or files.
- i. Users shall not maliciously attempt to harm, modify or destroy data of another user.

6. Inappropriate Language

- a. On any and all uses of the Internet, whether in application to public or private messages or material posted on web pages, including e-mail, users shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or language that is inconsistent with community standards. Users shall not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Users shall not harass another person by a persistent action that distresses or annoys another person and users must stop if asked to do so.

7. Network Etiquette

- a. Students shall exhibit good behavior.
- b. Staff shall follow general rules and standards for professional behavior when using district computer networks to communicate with others.
- c. Users shall respect the privacy of others. Staff shall not use district computer networks to share confidential information about students or other employees.
- d. Users shall not disrupt the use of the network by other users.

8. Respecting Resource Limits

- a. Users shall use district computer networks only for educational purposes, including classroom activities, career development activities, limited high-quality self-discovery activities, research activities and for communication with others, that are consistent with the educational objectives of the Marathon City School District. Games or other programs of a personal nature may not be loaded from a floppy, CD or DVD drive.

- b. Users shall not intentionally waste limited resources.
- c. Students shall not download large files without the approval of a lab supervisor or teacher. The system administrator shall be notified when such files have been downloaded. These files will be deleted when no longer needed.
- d. Staff shall not download large files without the approval of the system administrator.
- e. Students shall subscribe only to high-quality discussion group mail lists that are approved by a teacher or the Librarian and Audio-Visual Coordinator and that meets specific curricular objectives that are consistent with published curriculum guides.
- e. Staff shall subscribe only to high-quality discussion group mail lists that meet specific curricular objectives that are consistent with published curriculum guides.

9. Plagiarism and Copyright Infringement

- a. Users shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
- b. Users shall respect the rights of copyright owners. Copyright infringement occurs when users inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright owner. Any questions regarding copyright law should be directed to a teacher or the Librarian and Audio-Visual Coordinator as well consultation of the District Copyright Policy.
- c. Users shall not attempt to alter or copy any licensed software found on a district computer network.

10. Inappropriate Access to and Transmission of Material

- a. Users shall not use district computer networks to access, send or display material, including messages and pictures, that is profane, obscene or sexually explicit (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). An exception may be made for hate literature if the access is for the purpose of planning or conducting research. Students may access hate literature only with the approval of their teacher and parent(s)/guardian(s).
- b. Users shall not use district computer networks to access information on how to make explosives or other devices of destruction.
- c. The district uses filtering software to attempt to limit access to profane, obscene or other inappropriate Internet sites. No filtering software is foolproof, however, and it is the responsibility of users to notify district personnel of sites that are profane, obscene, or violent in nature. If users mistakenly access inappropriate information, they should immediately tell a teacher or the system administrator. This will protect users against a claim of intentional violation of this policy.
- d. A student's parent(s)/guardian(s) should instruct his/her child if there is additional material he/she thinks would be inappropriate for the student to access. The district fully expects that students will follow their parent's/guardian's instructions in this matter.

11. Personal or Recreational Use of District Computer Networks

- a. Users shall not use district computer networks for inappropriate recreational or personal use.

12. Religion

- a. Users shall not use district computer networks to promote, support or celebrate religion or religious institutions.

13. Union Business

- a. Staff shall not use district computer networks to conduct union business other than that which is approved under the negotiated agreement.

Other Rules

Users shall not violate other established district or school rules while using district computer networks.

When users are using a computer system, it may feel like they can easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, users are likely to be caught if they break the rules.

The district shall cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through a district computer network.

Student Free Speech

A student's right to free speech applies to the student's communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's right to free speech for valid educational reasons. If student work is published on the Internet as part of a district or school web site, it shall be consistent with the goals of the curriculum and shall follow all district guidelines for web page development.

Privacy Issues

Users should not expect that their personal files and messages stored on district computer networks are private. The network administrator may review files and messages to maintain system integrity and to ensure that users are using the system responsibly. This review may lead to a discovery that a user has violated a rule or state or federal law. An individual search shall be conducted if there is reasonable suspicion that a user has violated a rule or law. The investigation shall be reasonable and related to the suspected violation. If the user is under age 18, the user's parent(s)/guardian(s) has the right at any time to see the contents of the user's network files and messages.

Violations

The building principal and system administrator shall determine if a user has violated a rule or state or federal law. In the event of a claim that a user has violated a rule or state or federal law, the user shall be given notice of the suspected violation and have an opportunity to present an explanation. Violations may result in payment for damages and repairs and/or disciplinary action including, but not limited to, loss of access privileges, suspension, expulsion or dismissal. When applicable, law enforcement agencies may be involved.

Waiver of Claims

The district makes no guarantee that the functions or the services provided by or through the district computer network system will be error-free or without defect. The district is not responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district is not responsible for financial obligations arising from unauthorized use of the system.

Personal Technology Devices Defined

The acceptable uses listed in this policy shall also apply to the use of laptop computers, net-book computers, and other portable computing devices or accessories such as handheld computers, cell phones, tablet devices, digital cameras, digital readers, music players, flash drives or other storage devices not owned by the Marathon School District and brought into the school by students, guests, or staff members.

In addition to the unacceptable uses listed, the following policy statements apply regarding personally-owned devices:

1. The District will not be held liable for any damage that may occur as a result of the use of technology.
2. The District will not be held responsible for any physical damage, loss, or theft of the device.
3. The District is not obligated to supply electrical power access.
4. Employee use of devices will be at the discretion of the District Administrator or designee.
5. Student and guest use of devices will be at the discretion of the principal of the school building.
6. The District may conduct searches of personally-owned devices in a manner consistent with existing search and seizure laws.

CIPA and NCIPA

In accordance with requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District’s buildings will be blocked or filtered. The District will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any “inappropriate matter” as that term is used in the NCIPA. This includes, but is not limited to, messages, files, or data that contain the following:

- Pornographic or erotic images
- Sexual implications
- Racial slurs
- Derogatory gender-specific comments
- Information or instructions designed to cause harm to other person(s)/organization(s), comments that offensively address a person’s age, sexual orientation, beliefs, political beliefs, gender, religious beliefs, national origin or disability
- Any comment which in any way defames, slanders, or libels another person(s)
- Any comment intended to frighten, intimidate, threaten, abuse, annoy or harass another person(s) or organization(s)
- Those data or activities that invade the privacy of another person(s)

In addition, the District will also make best efforts to prevent unauthorized access to its system and files, including so-called “hacking” and the unauthorized disclosure, use or dissemination of personal identification information of minors. To assist with this effort, the District will use software and staff to routinely monitor users’ activities. The District acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. Therefore, students are not to use the District’s Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District’s computer system. This includes, but is not limited to:

- Teaching students how to find educationally appropriate electronic materials.
- Teaching students how to judge the educational suitability of electronic materials.
- Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- Teaching students proper safety and security procedures when using electronic mail, chat rooms, and other forms of direct electronic communication.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal and School District of Marathon files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student’s or teacher’s name.
3. Any user identified as a security risk of having a history of problems with other computer systems may be denied access to the network.
4. Users may not download applications or programs from the Internet or other networks, nor are users allowed to install software on District computers without the express written permission of the system administrator.
5. Users may not leave their workstation for more than 5 minutes without logging out or locking their workstation.

SAFETY

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, network administrator or building principal.

Student network users shall not reveal personal addresses or telephone numbers to other users on the network.

Consequences of Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges, appropriate school related discipline and referral to law enforcement. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

User Agreement A

Rules and Appropriate Usage

The Marathon Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the property of **Marathon Public Schools**. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school and/or home, students and parents or guardians must sign an Acceptable Use Policy, Parent Permission Agreement, and the 1:1 Technology Student Expectation Agreement

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

USE OF EQUIPMENT (Hardware and Software)

- Student must have a permission slip signed by a parent/guardian on file with the Marathon School District to use the Chromebook and to use the Internet.

- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Marathon Public Schools.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

THE NETWORK

- On-line time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, spy ware while at school, on the District network, or transferring to the District network will be considered a violation

PRIVACY

- It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.

APPROPRIATE LANGUAGE

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

MANAGEMENT

- Marathon Public Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension or expulsion as deemed appropriate.

RESPONSIBILITIES

By signing the Acceptable Use Policy, Parent Permission Agreement and the 1:1 Technology Student Expectations, students and parents or guardians agree to:

- Submit their Chromebooks to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebooks overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for classes by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage or theft. Required precautions include the use of a protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook and AC power adaptor. Replacement cost of the Chromebook would be approximately \$200.

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the school office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

CONSEQUENCES FOR BREACH OF THE ACCEPTABLE USE AGREEMENTS

In the event a student breaches any part of the Acceptable Use Agreement or Student Expectations Agreement, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules

and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

Social Media Guidelines

Educational Purpose

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger, Haiku, etc.). To protect student privacy and ensure safety, the following guidelines are to be followed:

Teacher Responsibility

- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites
- Be aware of and adhere to the federal Children’s Online Privacy Protections Act laws and District Policies.

Student Responsibilities

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 *Technology Student Expectations*. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police

authorities and school personnel immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.

- Understand the User Agreements, including Acceptable Use Policy (AUP), building-specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

Parent/Guardian Responsibility

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the school's technology director.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, and AC power adaptor. Replacement cost for a Chromebook would be approximately \$200.

User Agreement B

1:1 Technology Student Expectations

As a learner I will:

- 1) Look after my Chromebook very carefully all of the time.
 - a) Chromebooks will never be left unattended.
 - b) Chromebooks must be situated securely on the working surface.
 - c) Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay).
 - d) Take care when the Chromebook is transported that is as secure as possible. Chromebooks **MUST** be carried in its protective case.
 - e) Carry my Chromebook in the closed position with two hands.

- 2) Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
- 3) Store my Chromebook in my locker when not in use (i.e. lunch, phy ed, etc.). The Chromebook should be in its case when stored in my locker and no item will be stacked on top of it.
- 4) Be on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Marathon Public Schools staff.
- 5) Not decorate the Chromebook and not allow it to be subject to graffiti.
- 6) Not install or download additional software.

Consequences for Violation of Chromebook Rules:

Please review the Chromebook Guide for building-specific consequences for violations of Chromebook user rules. By signing the User Agreement, you commit to the student expectations and understand the consequences for violation.

Frequently Asked Questions

What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

The Marathon Public School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is neglectfully damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$200 in 2016). The District regards the Chromebook as all other materials that are checked out to the student, ex: library materials, sports equipment, etc.

What is the replacement costs of the Chromebook and accessories?

Chromebook:	\$200
AC Charger	\$30

Does my child have to accept a Chromebook?

A Chromebook will be checked out to each 6th – 12th grade student for the school year for use at school and to take home. If a parent/guardian does not want the child to take the Chromebook home, the parent may submit that request in writing to the office. In this case the student will need to check the Chromebook in and out of the designated room each day. Students at MHS only, not MVA, may also bring

their own device if it can access the Google Education App section as well as access other various software needed throughout their curriculum.

How is the District paying for Chromebooks?

The Chromebooks were purchased using dollars from the budget for technology and reallocation of pre-designated dollars that were scheduled for the updating of existing computer labs and iPads. 3 labs at the high school will not be replaced with desktop machines and the Chromebooks will replace the iPads in the MVA.

As a parent/guardian, how do I monitor my child's use of the Internet?

While your child is using the MSD network, there are filters available. When the child uses another network, the Chromebooks may not provide filtering at this time. Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use."

What if we don't have WIFI at home?

A Chromebook's use is maximized by WIFI. In a survey by the district, the vast majority of families indicated that they have Internet capability at home. If a family does not have WIFI, a student may use the Chromebook at school, at the public library, at local businesses with WIFI capability, or wherever WIFI is available. Chromebooks will be set to have limited access to the Google Apps suite offline as well. Arrangements can be made for the student to be at school outside of normal school hours by contacting the office.

Can students buy their own cover/bag?

The MSD requires each student to have a protective sleeve that fits at least a 12" laptop or netbook, and can be purchased through the office at registration or any other source.

What if a student forgets to charge the Chromebook?

There will be limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to turn the Chromebook in to the designated teacher at the end of each day and pick it up each day for three weeks.

Will students keep the Chromebooks for the summer?

Chromebooks and all MSD accessories will be returned during the final weeks of school so they can be checked for any service needs and prepared for use the following year. It will be critical to ensure the device is in working order before the start of the following school year.

Please contact your child's principal or the district technology coordinator with any questions regarding student use of Chromebooks.

Dave Beranek
High School Principal
dberanel@marathon.k12.wi.us
715-443-2226 ext. 4106

Adam Jacobson
District Technology Coordinator
ajacobson@marathon.k12.wi.us
715-443-2226 ext. 4212

Parents' Guide to Safe and Responsible Student Internet Use

The Marathon Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe web surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as she/he works and socializes online.
3. **Review your child's friends' list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. **Take a look at the apps and programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. **Read and share with your child the MSD One-to-One Technology, and Chromebooks Guide.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the Internet just as you do on use of all media sources such as television, phones, movies and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the students, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Artificial Intelligence Ethics

Student Guidelines

- **Respect for Privacy:** AI Systems should not be used to access or share private or sensitive information of oneself or others.
- **Academic Integrity:** AI tools should not be used to engage in academic dishonesty, such as plagiarism or cheating. Submitting AI generated work that you represent as your own will be considered as academic dishonesty. If AI generated work is utilized, students should use the proper citation of sources.
- **Responsible Use:** The Marathon School District Acceptable Use Policy and Chromebook Guide should be adhered to for all technology use, including AI. Students should not use AI, or other technology, to generate anything that disrupts or disparages the District or any individual or group of people. The use of AI tools must be in compliance with the resource's Terms of Service.
- **Analyzing AI:** Students should evaluate anything generated by AI for accuracy and appropriateness. Students should verify the information provided by AI, or other technology resources, and consider potential biases or limitations.
- **Reporting Concerns:** If students identify potential biases or issues with AI systems or notice unethical or inappropriate use of AI, they should report their concerns to their teachers or school administrators.

User Agreement C

User Agreement and Parent Permission Form

As a user of the Marathon School District's computer network and recipient of a Chromebook, I hereby agree to comply with the user agreements and expectations contained in the *Chromebook Guide*:

- ✓ Acceptable Use Agreement
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

1:1 Technology Parent Permission Agreement

As the parent or legal guardian of the minor student signing below, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I hereby agree to comply with the user agreements contained in the *Chromebook Guide*:

- ✓ Acceptable Use Agreement
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

DISTRICT COMPUTER NETWORK ACCEPTABLE USE AGREEMENT

I have read and do understand the district's guidelines concerning the use of district computer networks and agree to abide by them. I further understand that any violation of these or other district or school rules is unethical and may constitute a violation of law. Should I commit any violation, I may be responsible for payment for damages and repairs and may face disciplinary action including, but not limited to, loss of access privileges, suspension, expulsion or dismissal. I also understand that legal action may be pursued.

**Student's/Employee's Full Name _____
(Please Print So We Can Read The Handwriting)**

Student's/Employee's Signature _____

Date _____

Grade (Students only) _____

Building (Students only) _____

Parent/Guardian Agreement

As the parent/guardian of this student, I have read the district's guidelines concerning the use of district computer networks including the Internet. I understand that access is designed for educational purposes. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold the district or its employees or agents responsible for materials acquired on the Internet. I also understand that I am financially responsible for materials acquired on the Internet. I also understand that I am financially responsible for my child's actions should those actions result in damage to district resources. I hereby give permission for my child to use the networked computer system which includes filtered Internet access.

**Parent's/Guardian's Name _____
(Please print)**

Parent's/Guardian's Signature _____

Date _____