

CHROMEBOOK PROCEDURES

Students across the district will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and everything done on any District owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. To understand the expectations of the Peshtigo School District, students and their parents/guardians are responsible for reviewing the District's Use of Technology Policy.

Ownership of the Chromebook

Peshtigo School District retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Peshtigo School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Responsibility for the Chromebook

Students are responsible for the Chromebooks issued and must adhere to the following:

- Students must comply with the District's Use of Technology Policy when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Recommended: Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to the Tech Support sign up located in the LMC.
- Students may not remove or interfere with the serial number or identification tag.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Peshtigo School District technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and 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 use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

Protecting Children in the 21st Century Act

To comply with the Protecting Children in the 21st Century Act, the district will be educating our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyber bullying awareness and response. As a part of the 7th grade Technology Literacy class, the district will utilize the iSafe Internet Safety and Cyber bullying curriculum.

EQUAL EDUCATIONAL OPPORTUNITIES

The Peshtigo School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to the school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the building level principals (i.e. at Peshtigo Elementary Learning Center, Kelly Collins, 341 N Emery Avenue, Peshtigo WI 54157, 715-582-3762, ext 1050 collinsk@peshtigo.k12.wi.us and Peshtigo Middle/High School, Chad Sodini, 380 Green Street, Peshtigo WI 54157, 715-582-3711, ext 1150 sodinic@peshtigo.k12.wi.us and processed in accordance with established procedures.

PESHTIGO SCHOOL DISTRICT POLICIES

The Peshtigo School District encourages all to be familiar with but not limited to the following policies:

Policy Number	Description
2260	Nondiscrimination
5136	Wireless Communication Devices
7540	Technology
7540.01	Technology Privacy
7540.02	Web Content, Services and apps
7540.03	Student Network and Internet Acceptable Use and Safety
7540.06	Electronic Mail
2414	Human Growth & Development
5200	Attendance
5517.01	Bullying
5771	Search & Seizure
2271	Early College Credit Program
2271.01	Start College Now

The Peshtigo School District Policies are located on the Peshtigo School District web page, www.peshtigo.k12.wi.us , under the link School Board then Policies.