

Beaverton School District Responsible Use Of Technology

The Beaverton School District (BSD) is committed to learning that empowers all students to achieve post-high school success. This includes safe, smart, and ethical use of technology. Computers, software, the internet, and other new technologies open doors to virtually unlimited opportunities to connect, share, do work, and especially, learn. We wish to leverage that power and create the best education possible for all of our students.

Our world is increasingly digital, connected, and mobile. We use computers, tablets, smartphones and the internet every day in ways that benefit our lives. School and learning are no different -- school is not just preparation *for* life, it is part *of* life, and it reflects the world that we live in. We want teachers, students, and parents to receive the benefits of this connected world, aware that we are doing our best to make those connections as safe as possible.

We are fortunate to be in the position to offer a 21st Century learning experience for our students. We could not have made the investment in the technology and tools needed for this experience if our community had not approved a \$680M bond measure for capital improvements in the Beaverton School District in 2014. So, thank you Beaverton community for supporting our students as they become Future Ready. You can follow our progress here: <https://www.beaverton.k12.or.us/depts/tchlrn/future-ready/Pages/default.aspx>

This document is intended to make clear what is expected of anyone (staff, students, parents, guests) who uses technology for district-sponsored activities. The scope includes:

1. Any technology used at school or at district-sponsored activities. This applies to technology that is owned by the district as well as devices that belong to a private party.
2. Technology that is owned by the district but used away from the school for school.

This document has three parts:

1. Important things for parents and students to know about using technology.
2. Detailed information using district-provided Chromebooks.
3. Information about internet safety and rights and responsibilities for acceptable use of technology.

We hope that all students and all parents/guardians read all of this document. If you have questions or concerns, please contact a teacher or administrator at your school.

Thank you for partnering with us.

John Peplinski
Administrator for Instructional Innovation
Beaverton School District



Chromebook Handbook

Responsible Use of Technology & Chromebook Procedures and Expectations

Grades 6-12



SECTION 1: SIX THINGS YOU NEED TO KNOW

1: SAFETY IS OUR NUMBER ONE PRIORITY

There is some risk that comes with online activity. BSD manages technology with a clear intent to protect our students, staff and guests. It is our top priority to protect data, privacy, and people.

2: LEARNING IS A PROCESS

Learning to use technology responsibly takes time, effort, and guidance. Beaverton Schools offer age-appropriate curriculum to all students about digital citizenship. We also integrate topics like copyright, privacy, courtesy, and online safety into class work on a regular basis. As technology evolves, we encourage students, teachers, and parents to embrace the learning that's needed to continue to use technology responsibly.

3: ACCESS IS A PRIVILEGE

Students and staff are expected to learn and comply with all BSD regulations and policies concerning the responsible use of technology. Failure to do so can result in loss of that privilege and could also lead to disciplinary or legal action. This is outlined in detail in the BSD Student Family Handbook and by School Board policies.

4: PRIVACY IS NOT GUARANTEED

Beaverton School District makes every effort to protect student privacy and the security of electronic data, but there are limits. Any device that is owned by BSD or data connected to BSD accounts may be secured and inspected at any time for compliance with school and district policies, and state and federal laws. That means that we reserve the right to inspect the device, BSD e-mail files, and any data files associated with BSD accounts.

5: WE USE GOOGLE APPS FOR EDUCATION (GAFE)

Beaverton schools primarily use Chromebooks, a laptop computer that uses Google Apps. Gmail, Google Docs, Google Sheets, Google Drive, YouTube, and Google Slides are just a few of the apps we use every day.

To use Google Apps, every student is issued a BSD gmail address for email. Students under age 13 MUST have a parental and GAFE consent form signed (See below, 6: COPPA) in order to

receive or use a Chromebook. Parents who do not want their children to use gmail should contact a teacher or administrator at your school. For more information about Chromebooks, Google Apps, and privacy, please visit: <https://www.google.com/edu/trust/#how-is-data-used-and-protected-for-students-on-chromebooks-for-edu>

6: CIPA, COPPA, and FERPA

Beaverton Schools operate subject to federal regulations intended to preserve the safety and privacy of our students: CIPA, COPPA, and FERPA. All BSD policies are intended to comply with or exceed these guidelines.

CIPA is the Children's Internet Protection Act. It specifies that Beaverton Schools must prevent illegal or unauthorized access to and use of our computers, software, and networks. This includes internet access, e-mail, and any other form of electronic communication. CIPA also requires that we keep personal information secure.

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

COPPA is the Children's Online Privacy Protection Act. Many websites required users to submit their name and email address in order to use that site. COPPA requires any website that collects such information to get permission from a parent/guardian before they allow a child under age 13 to sign up.

In the case of BSD, Google Apps For Education (GAPE) must comply with COPPA -- that's why we need parent/guardian permission to issue a BSD email address so that our students under age 13 can use gmail.

<http://www.ftc.gov/privacy/coppafaqs.shtm>

FERPA is the Federal Education Rights Privacy Act. It grants students and their parent or guardian access to a student's educational records. It also regulates what student directory information (name, e-mail, DOB, etc) that a school can legally share with third parties.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

SECTION 2: USING YOUR CHROMEBOOK

RECEIVING A CHROMEBOOK

Chromebooks will be distributed according to each school's deployment schedule.

To receive a BSD-issued Chromebook, a student and their parent or guardian must have signed the following forms:

- Parental Privacy – Annual Notification of FERPA Rights Form
- Digital Resources Permission Form (includes Google Permission Form)

CHROMEBOOK OWNERSHIP

BSD retains sole right of ownership of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a one-year period, renewable each year.

RETURNING CHROMEBOOKS

BSD will collect and inspect student Chromebooks and accessories at the end of each school year. Students who leave BSD (transfer or graduate) will be required to return their Chromebook and accessories. Failure to do so will result in the responsible party being billed for the full cost of replacement.

TAKING CARE OF CHROMEBOOKS

Students are responsible for the general care of their school-issued Chromebook. If your Chromebook is broken or not working properly, contact a teacher, school library staff, or school I.T. staff. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

GENERAL CARE AND PRECAUTIONS

- a) Keep your Chromebook away from food and drink while you're using it. Or, keep food and drink away from your Chromebook. Your choice.
- b) Insert cords, cables, and removable storage devices carefully. Don't force connections.
- c) Close the screen when you need to carry your Chromebook around.
- d) Close or shut down your Chromebook when not in use to conserve battery life.
- e) Use care when placing your Chromebook in a bag or locker -- protect the screen.
- f) Don't expose your Chromebook to extreme temperature or direct sunlight for extended periods of time.
- g) Never leave the Chromebook in an unsecure location.
- h) Do not remove or attempt to alter the serial number or identification tags.
- i) Don't try to remove the keys, screen cover or plastic case.

SCREEN CARE

Rough treatment may damage your Chromebook screen; it is particularly sensitive to damage from excessive pressure.

- a) Do not place anything near the Chromebook that could put pressure on the screen.
- b) Do not place anything in a backpack that will press against the cover.
- c) Beware of putting anything in your backpack that touches the cover.
- d) Do not poke the screen with any object not intended to be used with a touchscreen.
- e) Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, small dust balls, broken glass, or live animals).
- f) Clean the screen with a soft, dry, anti-static, microfiber cloth or pre-moistened eyeglass cloth.
- g) Do NOT use window cleaner or water to clean your Chromebook.

USING CHROMEBOOKS AT SCHOOL

The Chromebook is intended for use at school every day, so bring it, fully charged with you to class, unless you're told not to by a teacher of that class.

USING CHROMEBOOKS AT HOME

Students in grades 6-12 may be assigned a Chromebook for use at at home as well as at school. Charge your Chromebook overnight and bring it to school fully charged.

WORKING OFFLINE

The Chromebook is intended for use while connected to the internet. Generally, what you can do will be limited if your Chromebook is not connected to the internet. To work offline, you need access to Apps and your files. To work around this, you can:

1. Load documents from your Google Drive (Docs and Sheets) to a USB memory device (thumb drive or SD card) before you go offline and use offline editing functions.
2. In some cases, you can install apps or extensions or configure Chrome so you can create or edit documents offline. Contact library staff or I.T. staff if you need help with this.

INTERNET USE AT HOME AND ELSEWHERE

You can connect your Chromebook to wireless networks when you're not at school. BSD I.T. cannot offer technical support for this, due to the large variety of possible connections.

Parents and students -- when you connect to the internet from outside of BSD network, the device will be filtered and audit logs will be collected on usage.

SOUND

Keep the sound on your Chromebook muted except when needed. You can use headphones with permission from your parent AND teacher(s). If your school supplies you with headphones, you are responsible for their care and replacement if they are lost.

PRINTING

- a) At School: printing directly from your ChromeBook at school is not supported. When needed, teachers will provide you with methods to print your documents through another computer.
- b) At Home: The Chromebook does not have a physical printer connection. It may be possible to print using wireless, depending on the capabilities of your home network and printer. Generally, the Google Cloud Print service will work if you have a wireless network at home.

MANAGING FILES AND SAVING YOUR WORK

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access.

Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. Students are responsible for the integrity of their files and to keep proper backups. Students will receive instruction on proper file management procedures from their teachers.

SOFTWARE ON CHROMEBOOKS

BSD Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and other applications. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

Chromebook software apps are delivered via the Chrome Web Store and controlled by BSD. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. Keep the software that is originally installed on your Chromebook in usable condition and easily accessible at all times.

From time to time, the school may add software applications for use in a particular course. The schools may also automatically remove applications that the schools no longer need.

ADDITIONAL SOFTWARE

Students should follow the acceptable use guidelines when installing additional software or apps on their school issued Chromebook. If in doubt, check with a teacher, school library staff or school I.T. staff.

PERSONALIZING YOUR CHROMEBOOK

Please don't draw, write, or put stickers, paint, or tape on your Chromebook. Keep it clean for the next person who will receive it.

NETWORK CONNECTIVITY

The BSD network might not be up and running 100% of the time. In the case that the network is down, BSD will not be responsible for lost or missing data.

INSPECTION

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. All Chromebooks will be inspected at the end of the year to identify damage and arrange for repair under BSD's Damage / Loss Protection Plan.

MONITORING USE

Students should be aware that there should be no expectation of privacy when using BSD network or equipment. When students access the BSD network at school, BSD will actively filter access and use third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications are sent to the BSD Tech Support and Administration regarding suspicious activity. If concerns are identified, disciplinary action and/or parent contact may occur.

RESTORING A CHROMEBOOK

If technical difficulties occur, the technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be reset to factory defaults and the Chrome OS reset to the state it was in when it was first checked out to the student.

All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. However, all other data (user accounts, music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

STORING CHROMEBOOKS

You are responsible for your Chromebook at all times. Keep it in a secure place. Don't stack things on top of it. Don't leave it unattended.

TECHNICAL SUPPORT

School Library staff can assist with password resets if you are unable to do it yourself using the [BKey system](#). For technical operation issues, the student should follow the school's designated

support protocol.

CHROMEBOOK DAMAGE AND LOSS PROTECTION

At the beginning of each school year, all students in grades 6-12 are automatically enrolled in the District's Chromebook Damage/Loss Protection Program. The fee for enrolling in the program is \$20 per school year per Chromebook. This fee is charged to the student's account at the beginning of each year. The fee for the Damage/Loss Protection Program is waived for families who qualify for the free or reduced meal benefits program. This will only be automatically waived if families have elected to share this information by filling out the *Sharing Free Or Reduced Price Information* form during the annual Meal Applications process.

If a student chooses to not check out a Chromebook for whatever reason, the student can have the Chromebook Damage/Loss Protection Program fee removed from their account by submitting a Refusal of Chromebook Damage/Loss Protection Program form to their school's office. A student may check out a Chromebook and refuse to participate in the Damage/Loss Protection Program; in this case, the student will need to submit a Refusal of Chromebook Damage/Loss Protection Program form and by doing so will assume the full costs of repair or replacement should a damage or loss incident occur.

To enable students to have access to this technology on the first day or week of school, most schools will issue Chromebooks immediately at the start of the school year (or during registration events). It is important that students pay the fee for the Damage/Loss Protection Program as soon as possible to ensure that they are financially protected in the case of a damage or loss incident. Students who have not paid the fee are not eligible to be covered by the program benefits listed below. Families can use the District's [Online Payment System](#) to pay this and other fees and fines.

PROTECTION PROGRAM COVERAGE

This program covers the Chromebook loaned to the student against all accidental damage, theft, vandalism, or loss for one (1) school year.

- This program does NOT cover intentional misuse, abuse, or neglect by any household members.
- If the student does not exercise proper care, as described in the Student Family Handbook, and this negligence results in damage to or loss of the Chromebook, the cost of the repair or replacement will be the responsibility of the student.
- This program does NOT cover loss of the Chromebook charger cord. Lost or damaged charger cords are not covered by this program. The charge for a replacement cord is \$15. Refunds will not be issued for lost and found Chromebook cords.

DAMAGE: If the Chromebook is accidentally damaged or vandalized, it will be repaired or replaced at no cost to the student or family. Subsequent damage to the Chromebook after the first documented incident will result in the following charges:

- Second incident of damage: Student will be charged \$50
- Third incident and beyond: Student will be charged \$100

Note: An “incident” occurs when it is assessed that proper care was not taken by the student to prevent significant damage from occurring to the device. This is often in regards to the following damages:

- Broken screens or Chromebook bodies
- Liquid damage
- Obvious neglect

LOSS: If a Chromebook is lost, it will be replaced at no expense to the student or family. Subsequent instances of a lost Chromebook will result in replacement of the device and the following fines:

- Second loss of Chromebook: \$150 fine
- Third loss and beyond of Chromebook: \$300 full replacement cost

In the event that a lost Chromebook is recovered in working condition, fines assessed to the student will be refunded.

THEFT: If the Chromebook is stolen, the Beaverton School District will require that a police report be filed. Fraudulent reporting of theft will be turned over to the local law enforcement agency for investigation. Students making a false report may also be subject to disciplinary action.

REFUNDS: Students who return their Chromebook during the first three weeks after starting school may apply for a refund if the Chromebook is returned in the same condition as when checked out.

SECTION 3: INTERNET SAFETY

SAFETY REQUIRES EVERYONE TO PARTICIPATE

- a) **Parents and Users:** Every user must take responsibility for his or her use of the network and Internet and avoid inappropriate sites. Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students.
- b) **Personal Safety:** Don't reveal personal information such as names, home address, telephone number, school name, location. Don't arrange a face-to-face meeting with someone you only “met” on the Internet. Students should identify themselves only by

their first name and/or student number.

- c) **Active Restrictions:** BSD uses filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or which promote illegal activity. The use of anonymous proxies to bypass content filters is strictly prohibited and will be considered a violation of responsible use expectations. The schools also monitor the online activities of students, through direct observation and/or technological means.

THE INTERNET IS AN EXTENSION OF THE CLASSROOM

Blogs, discussion groups, podcasts, or other internet tools are considered an extension of the classroom. Speech that is inappropriate in the classroom is also inappropriate in electronic communication used for school. Students should not share personal information online, even on school or classroom based sites.

EDUCATION, SUPERVISION, AND MONITORING

While students are at school, BSD teachers and staff will educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with District policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Students will receive instruction about responsible and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and online bullying awareness and response.

RESPONSIBILITY FOR ELECTRONIC DATA

Students are responsible for what's on their Chromebook: including data, apps, or extensions that are not installed by BSD Technology staff. Students should back up their data or use internet based storage (Google Drive) to protect data from loss.

INAPPROPRIATE NETWORK USAGE

BSD will take steps to promote the safety and security of users of the BSD online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage, including:

- a. Unauthorized access, including so-called 'hacking', and other unlawful activities
- b. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors

PROHIBITED USE OF COMPUTERS AND NETWORKS

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

- a) Accessing materials/communications, or sending, creating, or posting materials that are damaging to another person's reputation
- b) Abusive
- c) Obscene
- d) Threatening or demeaning to a person's gender or race
- e) Sexually oriented
- f) Contrary to the district's policy on harassment
- g) Illegal
- h) Harassing/Cyberbullying
- i) Gaining unauthorized access to wired or wireless network resources
- j) Using the school's computers or network for illegal activity such as copying software or other violation of copyright laws
- k) Using the school's network for private financial or commercial gain
- l) Installing unauthorized programs on any of the district's computers or computer systems.
- m) Purposely infecting any district computer or network with a virus or program designed to damage, alter, or destroy data
- n) Using or attempting to use another person's username or password
- o) Posting or plagiarizing work created by another person without his or her consent
- p) Posting anonymous messages
- q) Using the network for commercial or private advertising
- r) Forging electronic mail messages
- s) Attempting to read, alter, delete, or copy the electronic mail of other system users
- t) Using the district's computer hardware, network, or Internet link while access privileges are suspended.
- u) Using the district's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette
- v) Attempting to alter the settings and/or configuration of a computer or any of the district's software.

ONLINE BULLYING

BSD considers cyberbullying to be the same as face-to-face bullying. Cyberbullying is prohibited, and will be addressed per Board Policy JFCF. Online bullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet. Some examples of cyberbullying include:

- a) Pretending to be someone else online to deceive others

- b) Spreading lies and rumors about others
- c) Tricking people into revealing personal information
- d) Sending or forwarding inappropriate text messages
- e) Posting pictures of people without their consent

ONLINE SAFETY

All students participate in online safety classes each year, with a focus on keeping students safe online. Some of the main points include:

- a) Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names, or Social Security number)
- b) Never share your passwords with anyone, except your parents
- c) Never meet anyone face to face whom you only know online