Chromebook User Agreement and Technology Acceptable Use Policy 2016 - 2017

STUDENTS MUST TAKE COMPLETE OWNERSHIP OF THEIR CHROMEBOOK, ANY DAMAGE OR LOSS WILL BE THEIR SOLE RESPONSIBILITY.

 I have read and understood the above Chromebook User Agreement Policy and Technology Acceptable Use Policy. I understand that this Chromebook is an educational tool to be used to enhance the learning process in all subject areas.

The agreement is valid for the given period i.e from 4th July 2016 to 31st May 2017.

I agree to abide by the established protocols and have kept the original 2016-17 Chromebook User Agreement and Technology Acceptable Use Policy for my reference.

Student Name: _____

Grade   :_____

 Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

DISCLAIMER: Though most of the points are listed in the policy, however the list is not exhaustive, based on the issue administrators will take necessary action keeping parents informed.

Students will be registered on school network only after receiving a signed copy this agreement form.

Technology Acceptable Use Policy

INTRODUCTION

Sreenidhi International School is committed to the goal of having electronic network facilities used for educational needs in an efficient, ethical, responsible and legal manner.

Users, both students and staff, must acknowledge their understanding of the general policy as a condition of receiving an email account or using electronic devices on school property, whether connected to the network or not. Electronic devices covered in this policy include but are not limited to:

● Computers and related peripherals (printers, portable hard drives/USB/Flash drives, MP3 Players, etc.)
● Local and Wide Area Networks, including wireless networks (Internet and EMail)
● File and Application servers
● Video Networks, video camcorders, and cameras
● Telephones, cell phones, PDAs, iPods, iPads, Kindles or EReaders,
fax and copy machines
● Televisions, VCRs, DVDs, Laserdisk/Bluray players, etc.

1. Acceptable Use

- Must be in support of education and research, consistent with the School's mission and goals.
- Must not contain unauthorized use of copyrighted material. Research material must be cited appropriately.
- Must not contain harassing, threatening, or obscene material.
- Downloading/Streaming music, data, or video for non educational purposes is not allowed.
- Nonschool owned personal devices, which includes but is not limited to, iPods, iPads, Cell Phones, Laptops, etc, are not to be used during school hours.

2. Privileges

- Access to the Internet and our school computer network is not a right but a privilege.
- Unacceptable usage could result in penalties as stated in this policy.
- Electronic mail and a school computer account are not guaranteed to be private.
- School authorities may search files if there is a reasonable cause that a user has violated policies or the law.

3. Etiquette

- Users will be polite
- Users will abide by generally accepted rules of netiquette.
- Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

- Users will not use vulgar, profane, lewd, rude, inflammatory, threatening, disrespectful, or obscene language.
- Student users will not post personal contact information about themselves or other people for non educational use.
- Student users will not agree to meet someone they have met online without parent/guardian approval/participation.
- Users will not intentionally disrupt the network connectivity or other users' connections.

4. Security

- Users will notify a network administrator immediately if they identify a security problem.
- Users who are aware of misuse of technology by others will notify a network administrator or school administrator or be in violation of this policy.
- Users will not show or identify a security problem to other students.
- Users will not reveal their account password or allow another person to use their account.
  - ○ EXCEPTION – Teachers may share their information with a substitute in order to not disrupt the educational process.
- Users will not use another individual's account. Attempts to log on as another user will result in penalties as stated in this policy.
  - ○ EXCEPTION – Substitutes may use a teachers account in order to maintain the educational process.
- Any user identified as a security risk or having a history of problems with computer systems may be denied access.

5. Email access and use

Students are encouraged to use email as a means to enhance communication between teachers, students and outside resources.
Students are allowed to use email accounts set up and maintained by the school (Google Apps Account). Use of all other email clients and websites by Students is strictly prohibited.

6. Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses or attempting to gain unauthorized access to other computers or programs.
- Vandalism also includes the user's deliberate attempts to disrupt the computer system performance, destroy data, or destroy hardware.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to the sending of unwanted mail.

7. Filtering

- The school uses Internet Content Filtering to limit access to offensive or objectionable material. The filtering product blocks websites described by any of the following categories: Alcohol, Anarchy, Chat, Criminal Skills, Cults, Drugs, Gambling, Hate Groups, Obscene and

Tasteless, Personal Ads, Pornography, and Public Web Proxies. Anyone seeing an offensive site is required to report to an administrator immediately or be in violation of this policy.

- Bypassing the state/district network filter is strictly prohibited.

8. Penalties

- Any user violating these provisions, and school rules is subject to loss of all network privileges for a period of up to six weeks or more, and any other School disciplinary actions.
    - Please note that this could affect grades if you need access for a class!

- School administrators will make the determination as to what continues unacceptable use and the appropriate penalty for each violation and their decision will be final.

- Documentation of all violation of this policy will be placed in the employee's personnel file or the student's academic file.

The following offences may result in immediate suspension, expulsion, and/or termination:

- Harassment or other inappropriate behaviour regarding race, color, creed, religion, gender, ancestry, national origin, sexual orientation, age or disability.

- Accessing, displaying, archiving, storing, distributing, editing, or recording sexually explicit material.

- Creating or distributing immoral, obscene, threatening, defrauding, or violent text or images, or transmitting unlawful materials.

- Using technology devices for illegal activities.

Common FAQ's

How is one student's Chromebook identified from another student?

Each Chromebook will be tagged with a sticker with the student's name and student ID number on it. All devices will be registered on the school network before they can be used on the school WIFI. The IT department will also maintain the serial number of these devices for reference and for assistance during loss of property.

Will the Chromebooks ever leave the School premises?

Yes, Students will carry the chromebook home with themselves always. These devices must not be left in the classroom, Students must make best use of technology to complete their assignments.

My child forgot to charge the Chromebook. Now what?

All students are expected to charge their Chromebooks after school at home and bring them to school fully charged. Chromebooks usually have good backup power. Charging stations will be made available in each classroom. As a practice all students must charge their chromebooks before coming to school.

Where can you get an Internet connection if the building's wireless connection is not working?

The devices will only connect to the web wirelessly. If the WiFi network is down , the Chromebooks will not have connectivity to the web. However, some features, such as access to the student's Google Drive, will still work on a limited basis. The work that is done off-line will not be backed up until a wireless Internet connection is restored.

What login will students use to get into the device operating system?

Each student will have an email address that is their primary login and username. Students can change their password, but they cannot change their username. The school cannot recover passwords and students should remember them to ensure successful logins.

Can the Chromebooks be used with another username?

No. Students and staff cannot access a school-owned Chromebook with any other login other than their assigned email. For example, students will not be able to log in to their personal Gmail account on a school provided Chromebook. However, if a student logs into another device with their username (a PC laptop, a lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

Will unsafe or inappropriate websites be filtered on the devices?

We do our best to ensure safe online experience for students. Before each Chromebook device connects to the Internet, it must pass through network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another WiFi router that is providing the Internet connection. Because of security settings built into the device, it must first route it's Internet connection back through our security settings (firewalls and filters) before any website or online resource is accessible. If your child is using the Chromebook at school, at home or at a public library, it will always pass through our web filtering and network firewall system before they can see or access web content. Our web filters are programmed to block inappropriate content as much as possible.

What happens if students have been visiting inappropriate websites?

While we do our best to stay on top of things, some websites are not blocked or are able to bypass our filters. Teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. The school will also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child's teacher. Inappropriate web browsing is a violation of the school Technology acceptance policy and may result in disciplinary action.

What happens if the device is damaged or lost?

Students and parents will be responsible for their devices, just as they are for other School-owned items such as text books, calculators, cameras, athletics equipment or library books. The school will assist in repair or replacement of the device, but students and parents will be responsible for the cost of those repairs or replaced devices.

*The standard warranty on the device is one year for manufacturing defects only and does not cover normal use wear and tear or Physical damage.

Can you Print from the devices?

Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink and toner use, thereby saving the valuable resources. There are ways to print from the Chromebooks, but it's not encouraged or particularly easy. Most printing of work should be done at home . However, we are encouraging staff to try and limit printing of assignments going forward.

What if another student damages my student's device?

Such cases, circumstances will be investigated on a case-by-case basis. Administration and the Resource Officer may be involved if it is suspected to an intentional act or act of vandalism.

How would you go about repairing a laptop that is not functioning?

Damaged or non-functioning devices should be brought to the notice of IT admin through the grade tutors, if possible the school technology staff will help in resolving the issue if it lies in their domain. Other problems may require the devices being sent out for repair by parents themselves.

How much storage do students have?

Students using Chromebooks will have 16 gigabytes (about 16,000 megabytes) of storage on the machine, plus unlimited cloud storage that is attached to their email and accessible via the Google Drive application.

What kind of APPLICATIONS are on the devices?

There are thousands of apps available for Chromebooks covering a wide variety of topics. The apps, which run in the Chrome browser, are downloadable through the Chrome Web Store.

Can students download apps?

No. Student access to the web store is limited.

What applications will be available on my child's device?

Different applications will appear on student devices depending on what grade the student is in or what classes they are enrolled in.

What devices can be connected to a Chromebook?

A Chromebook can connect to:

- USB storage devices, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors (via HDMI)
- Headphones, ear buds, microphones

How can students submit work or assignments via their devices?

Google Drive has features built into it that allow work to be "shared" between teachers and even classmates. Students can create documents, spreadsheets, drawings, photos, presentations and even videos. Each item can be "shared" with a teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student.

What if a student is out for an extended period (illness, travel, family emergency, etc.)?

With these devices, it will become even easier for students to receive work from their teacher. Assignments, readings, and other resources can be placed online and shared with the student who is absent. The student can do the work online from home and share it back with the teacher.

Can the devices be used at home?

Yes, if your home has a WiFi network, the devices will have the same filtered web access as they would at the school.

If you don't have a WiFi network at home, students can still use them, but in a limited capacity.

Some applications will work "offline" (such as Google drive) but content saved to the device will not be backed up online until an Internet connection is available for the device.

School recommends Internet availability for all students at home as well.

How long should Chromebooks last?

Chromebooks have very few moving parts in them and generate very little heat. Therefore the life expectancy — so long as they are treated appropriately — is fairly significant. Five years or more is not unrealistic. Additionally, the devices have powerful processors, adequate memory, and automatically update the latest software and security features without anything needing to be done by the student.

Can the school track web history?

Yes. The school can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the school and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the network and device use.

Can parents use the Chromebooks?

When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers through email. The Chromebooks are not intended for personal use for the student or their parents.

Can my child opt out of having a Chromebook?

No. Chromebooks are expected to become an integral part of the education all students receive at the School , we want them to take advantage of the powerful learning resources available with it. .

Can student work be transferred from their Chromebook to another device?

Student applications, emails, bookmarks, documents, presentations and just anything done in the Chrome browser while a student is logged in is available on another Chrome browser on another device when the student logs in with his or her school email address. The content will be the same on the Chromebook as it is, say, on a PC desktop computer, so long as student are using a Chrome browser and their email login.

Data can also be saved to a USB drive and transported between devices..

What about computer viruses getting onto the Chromebook?

Since the applications run through the browser and online, there is little worry about having viruses infect the Chromebook's software or hardware.