

North Bend Central

Policies and Procedures For 1:1 Program

North Bend Central Public Schools offers our students Chromebook computers for use at school and at home. The 1:1 Laptop Program, which provides mobile computing and wireless technology to all Middle School students at NBC, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction from school district staff on the proper use of the laptop.
- Students will be able to take the laptop home during the school year IF the student signs the 1:1 Acceptable Use Policy and Computer Loan Agreement AND pays the required insurance premiums/provides proof outside coverage.
- Students are expected to treat the laptop as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the laptop unattended.
- Students must take precautions to prevent damage to the laptop; for example, do not leave the laptop where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The laptop comes with preloaded software. Students may not load additional software onto the machine without the express permission of their classroom teacher.
- Students are to use the laptop to access only socially and educationally appropriate materials and websites. Students must not use the computer to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the laptop.)
- Students are to use the laptop in accordance with the North Bend Central Public Schools Chromebook Laptop Acceptable Use Policy and all other applicable school district policies and to maintain the laptop in accordance with the procedures and information provided.
- Laptops are the property of North Bend Central Public Schools and must be returned at the end of the academic year, upon withdrawal from North Bend Central Public Schools, or at the

request of a teacher or administrator. Willful failure to return the laptop in accordance with the stated conditions will result in criminal prosecution.

· Since the Chromebooks are the property of North Bend Central Public Schools, officials of the school have the right to review all material stored on or accessed by any laptop. School officials may revoke a student's computer use privileges for misuse or violation of policies.

The 1:1 laptop initiative that has been adopted by North Bend Central Public Schools to enhance opportunities for students to learn in a dynamic and growing environment.

Section 1: Laptop Specifications

Chromebook – Grades 6th -8th

Macbook – Grades 9th -12th

Chromebook Sleeve

Chromebook AC Adapter

Laptop Restrictions

Personal machines will be allowed in North Bend Central Public schools only if the Technology department is given remote monitoring access and the students agree to the Acceptable Use Policy.

Section 2: Receiving Your Laptop

Laptops will be distributed during our “Laptop Orientation.” Parents and students must attend a **yearly Information Session**. Before receiving the laptop, students and parents must sign and return these forms/agreements:

1. The North Bend Central Chromebook acceptable use policy
2. Insurance form
3. Computer Loan agreement

If a student wishes to take the computer out of the building they will be required to pay a fee for insurance or provide verification of coverage from homeowners insurance. See section 9 for more information.

Any student that needs assistance with laptop insurance fees should contact the building principal.

Section 3: Taking Care of Your Laptop

Students will be provided information on how to take care of their chromebook laptops. Student User Guide will be provided for information and expectations.

Section 4: Using Your Laptop at School General

- ❖ Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

- ❖ If students do not bring their laptop to school, they may not check out a loaner laptop. Please remember that loaner laptops are on a first-come first-serve basis. Repeat violations of this policy will result in disciplinary action available only for those students whose laptops are in for repair.

- ❖ Laptops must be brought to school each day. Laptops need to be fully charged by the students at home and ready for school use. Only charge your laptop with the provided charger.

❖ Students who lose their laptops due to disciplinary reasons will not be allowed to checkout a loaner laptop without approval of Administration or the Technology Coordinator.

Laptops Undergoing Repair

❖ Loaner laptops may be issued to students when they leave their laptops for repair.

❖ Students may be expected to return the loaner laptop by the end of the school day.

Screen savers and Backgrounds

❖ Only school appropriate backgrounds and screen savers may be used on the laptops.

❖ Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.

❖ Passwords on screen savers are not to be used.

❖ The computer is the property of the school district. Therefore, school staff members have the right to check any material stored on a student's laptop, including the screen saver at anytime.

- ❖ Violations of this policy will result in disciplinary action.

Sound

- ❖ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

- ❖ Materials printed on school printers must be school related and permission granted from classroom teacher. No personal printing is allowed at school.

Section 5: Managing Your Files and Saving Your Work

Saving Your Work

- ❖ **Students should save all of their work daily.** It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

- ❖ **SAVE OFTEN**

Section 6: Laptop Software

Installed Software

- ❖ The software originally installed by North Bend Central Public Schools must remain on the laptop in usable condition and be easily accessible at all times.

- ❖ The Technology Team has the discretion to approve and install additional software programs and files.

- ❖ Distributing software to unauthorized machines is prohibited.

Additional Software

- ❖ Students are **NOT ALLOWED** to install anything on school laptops nor remove or alter software.

Security

- ❖ Internet usage is filtered and documented at all times.

Inspection

- ❖ Students may be selected at random to provide their school-issued laptop for inspection without notice to any school personnel.

Section 7: Protecting and Storing Your Laptop Computer

Laptop Identification

❖ Student laptops will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**

Password Protection

❖ Students are not allowed to change the password that has been set by the school. Students do have the right to set their own nbtigers account password.

❖ Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

v Laptops need to be stored in the designated bag at all times when not in use and in transport.

Section 8: Acceptable Use Guidelines General

Guidelines

❖ Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the North Bend Central Public Schools.

❖ Access to the North Bend Central Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the North Bend Central Public Schools Acceptable Use Policy.

❖ Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

❖ Any attempt to delete Internet history, alter data, the configuration of a computer, or the files of another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies. Students who violate this prohibition may also be referred to law enforcement for criminal prosecution as appropriate.

❖ Users shall not use or try to discover another user's account or password.

❖ Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit). Playing games on school computers is denied between the hours of 8:00AM and 4:00PM any day of the week. Educational games are allowed with teacher approval.

❖ The use of the following types of Apps is denied between the hours of 8:00AM and 4:00PM any day of the week. This list is subject to change at the

discretion of the Administration and may not include all Apps listed here:
Facebook, Instagram, Snap Chat, Text Now, Twitter, & Vine.

- ❖ Users shall not use the laptop for the purposes of chatting in chat rooms, through messenger apps, or other similar pieces.
- ❖ Students will not use the laptops for the purpose of watching movies, TV shows, or video's that are not related to the curriculum at North Bend Central Public Schools. YouTube is not allowed without permission from a teacher / administrator.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- ❖ Cheating
- ❖ Plagiarizing
- ❖ Falsifying Information
- ❖ Violating Copyright Law
- ❖ Hacking

- ❖ Gaining unauthorized access to any network or computer

Email

Please note that emails sent and accessed on school-issued computers are not private and may be reviewed at any time and without notice. The following rules will apply:

- ❖ Always use appropriate language
- ❖ Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- ❖ Do not send mass emails, chain letters, or spam
- ❖ Students should maintain high integrity with regard to email content
- ❖ No private chatting during class without permission
- ❖ Do not delete emails or empty email trash without permission

Section 9: Precautions and Consequences

Technology Left in Unsupervised Areas

- ❖ Under no circumstances should laptops or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, commons area, classrooms or unlocked lockers, bathrooms, buses and hallways. Any computer left in these areas is in danger of being stolen.

❖ Lockers are to be locked when storing any technology equipment. This includes, but is not limited to: power cords, laptops and bags. The school will provide locks.

❖ Unsupervised laptops will be confiscated by staff and taken to the administrative office. Disciplinary action will be taken for leaving your laptop in an unsupervised location. Each student is responsible for his or her laptop once it has been issued.

Insurance

v Insurance must be purchased through the North Bend Central Schools Damage/Loss Cooperative or parents must purchase insurance through home owners insurance. **Proof of insurance must be turned in before student is allowed to take computer home or out of the building.**

v If electing to participate in the North Bend Central's Damage/Loss Cooperative, cost to participate is \$25 (chromebook) and \$40 (mac book) per student. Checks made payable to "North Bend Central." An individual check must be made for this fee for each student. This fee is applicable for one academic year.

v Damage to equipment due to gross negligence or willful misconduct is not covered by warranty, insurance, or the schools Damage/Loss Cooperative. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.

v ***Governing Law: Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by North Bend Central Public Schools.

v If your laptop is stolen, you are required to file a police report.

Damage/Loss Cooperative Coverage

v If parents/students elect to pay \$25.00 (chromebook) / \$40.00 (mac book) and be part of School District protection coverage, the School District protection coverage would cover 100%

of expense on the first incident and 75% of expense on the 2nd incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District protection Plan is 24/7. Again, parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$25.00. If parents chose to self-insure, proof of insurance will need to be provided before student is issued a computer.

v *Power adapter, bag or any other school-owned accessories are not included. These items require a full replacement cost with the exact same item.

Section 10: Additional Student Expectations

* I agree to abide by Federal/State/Local Laws.

* I understand that the chromebook issued to me belongs to the North Bend Central School District and that the district has provided it to me only for my educational use.

* I understand that nothing I access, create, or store on the chromebook is private. School staff may examine the computer at any time and without notice to my parents or me.

* The chromebook assigned to me and is ALWAYS my responsibility.

* I will use the chromebook as instructed by teachers or parents.

* I will not share files, or add software to the chromebook unless instructed by my teacher.

* I will not bypass or change the chromebook management settings or network management settings.

- * I will come to school with the chromebook fully charged and its case everyday.
- * I will always carry the chromebook with the lid closed and in its case and/or bag.
- * I will protect the chromebook from food or beverage spills.
- * I will follow all copyright laws while using the Chromebook.
- * I will never post my image, name, address or other personal information online.
- * I have read and understand the Policies and Procedures for 1:1 Program for North Bend Central Public Schools. I agree to comply with all of the policies and procedures outlined in that document, in addition to the expectations set forth in this document.
- * I understand that everything I post online may be accessed FOREVER.

Appendix I

ACCEPTABLE USE POLICY

Definition:

The Computer Network includes, but is not limited to, the use of local area networks, Internet, online commercial communications, and all other computer communications provided by the North Bend Central School District.

Purpose:

The purpose of the District's Computer Network is to assist in preparing students for success in life and provide them with electronic access to a wide range of information.

The following conditions are imposed on the use of the Computer Network and violation of these conditions is cause for revoking the privilege of access to the network or further disciplinary action. These conditions apply whether the user accesses the network during school time and on school property or at a remote location.

1. The computer network is to be used for the educational purposes stated above.
2. Computer network use in the School District is a privilege and not a right.
3. Use of the computer network to support illegal, inappropriate or obscene purposes, is expressly prohibited and is grounds for disciplinary or legal action, account termination and monetary reimbursement for expenses incurred due to such activities. Illegal activities are defined as violations of local, state, or federal law. Inappropriate use is defined as violation of the intended use or purpose of the network such as the use of any unauthorized games, email accounts, chat rooms, attempts to gain unauthorized access, harassment, threats, racial slurs or any other actions that are disruptive to the network or network users. Inappropriate activities include, but are not limited to, the distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textual depictions of sexually explicit activities.
4. Commercial use, product advertisement, or political lobbying activities on the computer network are prohibited.

5. Each individual computer network account will be issued to one designated user only. Each user is ultimately responsible for all activity in the use of the account and will keep the password confidential.
6. Computer network users shall be committed to the efficient use of computer networks and use all practical measures to conserve time and storage space in their use of these resources.
7. The Superintendent or designee of the School District is the final authority on the acceptable use of the network and accounts under its jurisdiction.
8. Copyright law is strictly adhered to within the School District. Any violation of copyright law is prohibited. Students who are unsure about whether a particular activity will violate copyright law should seek guidance from their classroom teacher before engaging in the activity. Staff members who are unsure about whether a particular activity will violate copyright law should consult with their building principal.
9. The School District cautions users that no computer network should ever be considered as completely private, and are subject to monitoring by local, state, and federal agencies. Specifically, school staff actively monitors activity on the North Bend Central School District network and users have no reasonable expectation of privacy in any material accessed via or stored on the network.
10. The North Bend Central District will take reasonable precautions to insure the security and appropriate use of the computer network. However, it accepts no responsibility for harm caused directly or indirectly through its use or foreseeable misuse.

Computer Use : The consequences for students who abuse their computer privileges are as determined by school administration.

A schedule of consequences shall be applied progressively. However, an administrator may impose a more severe consequence if the administrator feels, in his or her discretion, that more severe consequence is warranted due to the nature and/or severity of the student's misconduct. A student's number of offenses [shall OR shall not] start over from year to year.

The North Bend Central District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the computer network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the computer network.

I have read and understand and will abide by the procedures and guidelines contained in the Chromebook Laptop Acceptable Use Policy, Policies and Procedures for 1:1 Program, and the Computer Loan Agreement. I agree to comply with all of the policies, procedures, and regulations contained in these documents as well as all other applicable school district policies and procedures. I understand that any violation of any of these policies and procedures may result in the revocation of my access privileges, school discipline, and/or appropriate legal action.

Student Signature: _____

Date: _____

Student Printed Name: _____

I have read and understand the procedures and guidelines contained in the Chromebook Acceptable Use Policy, Policies and Procedures for 1:1 Program, and the Computer Loan Agreement. I grant permission for my son or daughter to access and use the Chromebook laptop computer. I accept full responsibility for supervision of my child's use and possession of the computer when not in a school setting.

Parent or Guardian Signature: _____

Parent or Guardian Printed Name: _____

Student Grade: _____

Date: _____

Phone Number: (____) _____ - _____

Appendix II

Insurance Agreement Form North Bend Central Public Schools

I [the parent/guardian] agree that my student and I have read and will comply with all policies and procedures within the Chromebook Laptop Acceptable Use Policy, Policies and Procedures for 1:1 Program, and the Computer Loan Agreement. We wish to purchase the school-provided insurance policy for a \$25 (chromebook) / \$40.00 (mac book) fee. I understand that this policy covers one Chromebook Laptop computer that is property of North Bend Central Public Schools described within for one student.

Parent or Guardian Signature: _____

Please print the following information:

Parent or Guardian Name (first & last): _____

Student Name (first & last): _____

Student Grade: _____

Date: _____

Phone Number: (____) _____ - _____

Complete if you DO NOT want to purchase the available insurance offered by North Bend Central Public Schools: I [the parent/guardian] agree that my student and I **do not wish to purchase** the school-provided insurance policy for a \$25 (chromebook) \$40 (mac book) fee. I understand that my student and I are responsible for all damage or loss related costs incurred to one Chromebook laptop computer that is property of North Bend Central Public Schools described within for the prescribed student. I will provide proof of homeowners policy to allow my student to take that machine home or my student will forfeit the right to remove the computer from school property.

Parent or Guardian Signature: _____

Date: _____

North Bend Central Public Schools

Computer Loan Agreement

One Chromebook/Macbook laptop computer, charger and case are being lent to the Student/Borrower and are in good working order.

It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains the property of North Bend Central Public Schools, and is herewith lent to the student for educational purposes only for the Academic School year. Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school when requested by North Bend Central Public Schools, or sooner, if the student withdraws from North Bend Central Public Schools prior to the end of the school year.

North Bend Central Public Schools' Property may be used by Borrower only for non-commercial purposes, in accordance with the North Bend Central Public Schools' policies and rules, North Bend

Central Public Schools' Acceptable Use and Internet Safety Policy, as well as local, state, and federal statutes.

Borrower may not install or use any software other than software owned or approved by North Bend Central Public Schools' and made available to Borrower in accordance with this Receipt and Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of such license.

One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access or modify other user account on the laptop and on any school-owned computer.

North Bend Central Public Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags or markings are not to be added to the laptop.

North Bend Central Public Schools is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes, flash drives, or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that North Bend Central Public Schools' Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

North Bend Central Public Schools

Computer Loan Agreement

Nebraska statutes 79-737 and 79-2,127 allow North Bend Central Public Schools to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of North Bend Central Public Schools property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the North Bend Central Public Schools Property and to return the same in good condition and repair upon request by North Bend Central Public Schools.

Parent Signature: _____

Print Name: _____

Student Signature: _____ Date: _____

Signature of North Bend Central Public Schools Representative:
