

# Acceptable Use Policy

## **Educational Resources on the Chromebook**

The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection. In addition to Google Apps, many teachers will begin using Google Classroom, an online learning management system that improves learning through better communication, collaboration, and increased access to curriculum resources. Parents can also choose to receive updates and learn about their student's classes.

## **Accessing the Internet at Home**

The Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality.

## **Care and Maintenance**

Students are responsible for the general care of their Chromebook. Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher or school media center immediately.

## **Responsible Use**

Digital citizenship is an essential 21st century skill. During the school year, your teachers and library media specialist will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.

### **Here are a few tips:**

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying--encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone--including future education admissions offices and employers.
- Only registered users in Stockbridge Valley will be able to login to the Chromebook, and all usage can be monitored.

## Grades 4-6 Acceptable Use Policy

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade \_\_\_\_\_

### **The Student agrees to:**

- Take good care of the Chromebook in all locations.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in the [Chromebook Handbook](#).
- Return the Chromebook Accessories at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

### **Parents/Guardians agree to:**

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible [digital citizenship](#) with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.
- Pay for the cost or repairs or replacement if Chromebook and/ or charger are damaged, lost, or stolen.

### **Hotspot policy:**

- The Stockbridge Valley Central School District is offering a limited number of free wireless hotspot devices to students who do not have Internet access at home. Both the device and monthly service fees are fully paid by the district. The program is intended to help SVCSD students access online resources at home to help bridge the digital divide and ensure educational equity. To ensure peace of mind, these devices use internet content filtering. The borrowing limit is one device per household. This form must be completed by the parent prior to each time a device is signed out to the student. By signing this form, the parent agrees to assume all responsibility for equipment signed out to the student. A replacement fee will be charged if the device is lost, damaged or not returned.

Parent Name: (Please Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_