

J. 1:1 DIGITAL CONVERSION GUIDELINES

Fort Smith Public Schools is providing students the opportunity to participate in a digital conversion program where students are issued Chromebook devices for school and home use. This is an innovative approach where learners have access to a rich array of technological tools intended to enhance both teaching and learning.

Terms of Use

Students and Parents/Guardian(s) must follow the terms, conditions, and policies communicated within this section, in addition to the Acceptable Use Policies defined under Section XII – Fort Smith Public Schools Network/Internet Acceptable Use Guidelines. Student issued Chromebooks are the property of Fort Smith Public Schools and their use is a privilege, not a right. Disciplinary actions or revocation of this right may be imposed if there is a failure to adhere to these policies. The district reserves the right to collect and/or inspect a device and delete any material or applications deemed to be inappropriate. Student devices may be seized or searched at any time as they are the property of the district. The policies, procedures and information in this section apply to the digital conversion program and include all other devices deemed appropriate by the administration. Teachers may set additional requirements for computer use in the classroom.

Student Online Accounts & Privacy Policy

Instruction using technology is often facilitated through the use of e-mail and cloud-based file storage. As a part of the Digital Conversion program, students will be issued a Google Apps account and a Microsoft account which gives them access to e-mail (Gmail), as well as other Google Apps including Google Drive. The Children's Online Privacy Protection Act (COPPA), however, requires that a parent or guardian give the district permission to share the student's first and last name which is needed to create the account. Google and Microsoft do not share this information, and the District will make every reasonable effort to maintain the privacy of this student information.

- The district will only provide the first name, last name, and account login name to create each student's Google account
- This account information will only be provided to Google and Microsoft.
- No student will be required or encouraged to provide other personally identifiable information to any online service provider.
- Parents or guardians have the right to see the information provided to create these accounts
- Parents or guardians have the right to ask that their student's accounts be deleted, or require that the first and last name is no longer provided. To exercise these rights, a written and signed request must be provided to the school administration which allows reasonably sufficient time for action

Guidelines for Use

Students should abide by all policies defined under the Acceptable Use Policy as documented under Section XII Fort Smith Public Schools Network/Internet Acceptable Use Guidelines.

Use of these devices should be restricted to educational purposes. Any extracurricular use during school time, such as instant messaging, video chatting, video games, etc. is strictly prohibited and can result in

disciplinary action, unless explicitly permitted by school administration and/or the student's teacher. Students should expect no privacy with regard to media or content created or stored on their device. Students will be held liable for inappropriate materials found on devices. If inappropriate materials or applications are found as a result of a search by school officials, a student's Chromebook may be wiped and reset to factory defaults. The district will not be responsible for lost files or information should a device be reset to factory defaults.

An attempt by a student to access files or materials on another student's device is forbidden unless explicit permission is given. Unauthorized use or access to files or information by a student may result in disciplinary action. Students should keep all personal usernames and passwords private and should not give this information to anyone other than a school official.

Use of microphones and/or webcams in the classroom to record and/or post audio or video content to the internet is strictly forbidden, unless explicitly allowed by a student's teacher for an instructional purpose. Possession, transferring, or uploading any unauthorized photographs, videos, or audio recordings is strictly forbidden and may result in disciplinary action or revocation of a student's device.

Student devices are considered a learning tool both in the classroom and at home. A student's device should never be loaned or used by anyone outside of his/her immediate family.

Students are responsible for backing up important files and data stored on their device. The school district holds no liability or responsibility to recover lost, deleted, or missing files as a result of hardware issues, software issues, or any unforeseen occurrence in which files could be lost.

Proper Care Guidelines

Proper care and storage of student Chromebook devices are the responsibility of each individual student. Proper care tips include:

- Do not leave or store the device in the extreme heat or extreme cold.
- Do not leave the device in a vehicle or other unsecured location.
- Do not place any item or object on top of the device when not in use.
- Do not eat or drink in close proximity of the Chromebook.
- Do not use any cleaning product, including, but not limited to, abrasive cloths, sponges, or liquid cleaners to clean the screen or exterior of the device. Only a soft, lint-free microfiber cloth should be used.
- Do not write on or place any adhesive items such as stickers to any surface of the device
- Do not remove any serial number labels or labels applied by the district.
- Do not carry or transport the device without being in a proper carrying case with the zipper closed.
- Do not drop the device or bump it against any hard surface.
- Do not place or leave the device on the floor where it may be stepped on or tripped over.

Web Filtering

Students are expected to follow the policies and guidelines established to ensure adequate internet filtering while at school.

While at home, district web filtering is still in effect, however, parents will be responsible for monitoring the use of the internet. The district holds no responsibility for inappropriate content accessed outside of school provided internet access. The responsibility of monitoring internet access once a student is off school premises and no longer using district provided internet access will fall directly on the student's parent or guardian. Inappropriate content delivered and/or stored on a student device by the use of internet access away from or outside of school provided internet may result in disciplinary action if found by school officials.

FINANCIAL RESPONSIBILITY

Damaged, Lost, or Stolen Chromebooks

- Accidental damage to a Chromebook device should be reported to a school official immediately.
- Theft of a device while on school premises should be reported to a school official immediately.
- Theft or loss of a device while away from school should first be reported to local police officials, then reported to school officials. You may be asked by your school to provide an official police report.
- If a device is damaged by another person or student, it should be reported to the office, teacher, or school personnel immediately. Any claim will be investigated by the school district or law enforcement.

Technical Problems & Chromebook Repairs

All hardware or software issues should be reported to the student's teacher. Issues which occur during non-classroom time should be reported to school officials.

The district will attempt to repair all hardware and software issues by trained staff or technicians. No charges will be incurred for hardware or software repairs not caused by deliberate misuse or accidents. No one other than district staff members should ever disassemble or attempt to repair any hardware component of a Chromebook. Doing so may cause damage and subsequent charges and/or disciplinary actions.

A loaner Chromebook device may be provided to a student in the event that their assigned Chromebook is kept at school for necessary repairs. In the event that a student receives a loaner device, they will be responsible for the loaner just as if it was their original issued device. Loaner Chromebooks will be inspected before and after check out. Should physical damage occur to the loaner device, the student will be financially responsible for any repairs that must be performed in order to restore the loaner device to its original condition.

- Charges will be assessed for any damage not caused by unexpected hardware failures which fall under the terms and conditions of the manufacturer's warranty.
- Such charges may result from damage caused by improper use, handling, or intentional or accidental damage.
- Lost Chromebooks or accessories will not be covered by the district and charges will be assessed to replace these items.
- Any other damaged hardware will be quoted by professionals and charges will be assessed accordingly.
- Students will not be re-issued another device until non-warranty repair costs have been paid.