

Yellow Medicine East



Student Acceptable Use Policy

Bert Raney Elementary School

Last updated: August 20~~25~~26

Board Approved:

INTERNET ACCEPTABLE USE POLICY

General Overview for Elementary Students

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges, payment for damages and repairs, or discipline under other appropriate school district policies.

All school district systems, equipment, and electronic resources must be used for educational or educational-related purposes. Unacceptable uses include but are not limited to reviewing, uploading, downloading, storing, printing, posting, transmitting, or distributing:

- Pornographic, obscene, or sexually explicit material
- Obscene, abusive, vulgar, rude, threatening, disrespectful, or sexually explicit language
- Materials that use language or images that are inappropriate or disruptive to the educational setting
- Information that could cause damage or danger of disruption to the educational process
- Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment

Use of Google Additional Services – Parental Consent Required

Yellow Medicine East School District uses Google Workspace for Education to support student learning. In addition to core services (such as Gmail, Docs, Classroom, and Drive), Google offers additional services (such as YouTube, Maps, Earth, and Translate) that may be used for educational purposes.

Google now requires parental consent before students under age 18 can access these additional services which include:

- These services are governed by Google's Terms of Service and Privacy Policy.
- The school district will monitor and manage student use in accordance with our technology policies.
- I may request to review the list of services and withdraw consent at any time.

By signing below, I understand these expectations and am providing consent for my student(s) to use Google's additional services for school related activities.

Families with more than one student attending Bert Raney Elementary, may include all of their students on this form.

Student Name _____ Grade Level (~~25-26~~) 26-27 _____

Student Name _____ Grade Level (~~25-26~~) 26-27 _____

Student Name _____ Grade Level (~~25-26~~) 26-27 _____

Student Name _____ Grade Level (~~25-26~~) 26-27 _____

Parent/Guardian Signature _____ Date _____

This policy may be viewed in its entirety on our school website, www.isd2190.org or by contacting the school office.

***In the event a student needs to utilize a device at home, the following procedures will be followed:**

1. Receiving and Returning the Device

- 1.1. Devices will be distributed when a student's need has been identified. Parents and students must sign and return the "Student and Parent Agreement." Those who choose the optional insurance must pay the fee before the device is issued to the students.
- 1.2. Student devices will be labeled and identified with a YME barcode. The serial number(s) for both the device and accessories have been recorded, and the student will be responsible for that specific device and accessories.
- 1.3. Student devices and accessories must be returned to the BRE Office upon request from YME staff members. If a student transfers out of the district or leaves the district for any reason, the device and its accessories must be returned prior to the departure. If a student fails to return the device at the conclusion of their enrollment at YME or upon request by YME staff members, the School Resource Officer will be asked to assist with retrieval. In addition, parents who don't pay for the broken/repaired device promptly will be subject to being turned into a collections agency.
- 1.4. Students shall report lost, stolen, or damaged devices to their teacher immediately. A replacement device may be provided if one is available, and the student will be responsible for repair/replacement costs as outlined later in this handbook. It is the student/parent/guardian's responsibility to report all stolen devices to law enforcement. A copy of the police report must be forwarded to the school.

2. Taking Care of the Device

2.1. General Precautions

- 2.1.1. Device screens should be cleaned with a soft clean cloth. Liquid cleaners, including water, should not be used to clean your device screens.
- 2.1.2. Charging cables should be inserted properly and carefully to prevent damage. Cables should not be stretched or kinked and should be disconnected from the charger when transporting.
- 2.1.3. Devices are intended for home use only and should not be transported other than for return to the school.
- 2.1.4. Never put weight on the device, stack items on top of the device, wedge papers inside the device or pack the device tightly into a backpack. Devices should not be used as a folder to carry other items, especially any sharp items such as pens or pencils.

2.2. Storing the Device

- 2.2.1. Never expose a device to extremes in temperature. The student should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If a device is extremely cold, it should be allowed to warm up before powering on the device.
- 2.2.2. Never leave the device unattended. The device should be kept in a secure, locked environment when not in the student's possession. Be especially careful when storing the device during after-school activities.

3. Using the Device at Home

- 3.1. Devices are issued to students for educational purposes only. All content is expected to be educational in scope and purpose.
- 3.2. When available, a device will be assigned during the repair(s) or replacement of a damaged or missing device.

- 3.3. Students may not decorate or individualize their device cases. Screensavers or background photos that are appropriate and follow the school's Acceptable Use Policy may be used.
- 3.4. Students may upload personal photos and music on their device, as long as all content complies with the school's Acceptable Use Policy. The student's device is the property of the school district and can be inspected at any time and for any reason. The student should have NO EXPECTATION OF PRIVACY of materials stored on a device.
- 3.5. Students are responsible for downloading documents, material, applications, and application updates deemed necessary by the teacher, building staff, or the district.
- 3.6. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy and interests of other individuals. District policy also prohibits harassment and bullying. Use of the device audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recording obtained with the device may not be shared, published, or rebroadcast for any reason without the permission of the building principal or superintendent. Audio and video recording in locker rooms and restrooms are strictly prohibited and unlawful. Such recordings may be deemed a violation of specific policies of harassment, bullying, hazing, or other applicable policies of Yellow Medicine East, ISD 2190.
- 3.7. There is no printing option available at this time. Documents should be emailed or saved to Google Drive and downloaded to another print-capable computer to be printed.
- 3.8. Students may connect to home wireless networks on their device. The school's Acceptable Use Policy needs to be adhered to when using other wireless networks.

4. Connectivity and Saving Work

- 4.1. The district will provide a filtered network environment as prescribed by state and federal mandates. Devices will have access to the Internet anywhere in the school. The district does not guarantee 100% connectivity.
- 4.2. Limited storage space is available on a device. Device content will not be backed up by district staff. It is the student's responsibility to ensure that work is backed up to avoid information loss due to mechanical failure or accidental deletion. Students may email documents to themselves for storage on a flash drive, the district server, or available cloud storage. Device malfunctions are not an acceptable excuse for not submitting work.

5. Apps and Operating System

- 5.1. Students may not access the Apple Store or Google Play to install apps on district devices.
- 5.2. Approved apps and extensions will be distributed to the individual devices by district tech staff or will be available for individual download from the school app catalog.
- 5.3. If an operating system upgrade is necessary, it should be done off-campus or during the non-school time.
- 5.4. Non-approved apps are not to be installed on district devices.

6. Insurance and Repair Costs

- 6.1. The Insurance Protection Plan will be provided for all students who take a device off of school premises. Families may insure their student's Chromebook with the district under the optional annual insurance plan of \$10* per Chromebook - SEE THE TABLE BELOW. Families must complete the associated forms to obtain the insurance.

Device/Chromebook/Technology Fee*	\$10.00
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Family Cap*	\$30
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- 6.2. Insurance provides repair and replacement coverage for parts and labor on any failure of the device, battery, or power adapter. Insurance also includes coverage for up to two incidents of accidental damage from handling of your device. There is no coverage for lost or stolen devices.
- 6.3. Families are responsible for any service fees and replacement costs not covered by the insurance.
- 6.4. Families that choose not to enroll in the district insurance plan are responsible for all replacement costs outlined in section 6.6.
- 6.5. If the device is damaged by an act of “purposely destroying/damaging school property” it must be reported to the district staff as soon as possible. The repair will be processed as quickly as possible but no loaner will be provided. Student discipline will be administered to the student in accordance with existing school policies. All costs associated with repairing/replacing the damaged device will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with intentional damage.
- 6.6. The following are equivalent replacement costs* for damages not covered by insurance:

Chromebooks (Gr. ~~4~~ 3-5):

- 6.6.1. Wall charger and cord, \$20
- 6.6.2. Chromebook which includes cable and charger, ~~\$290~~ \$300
- 6.6.3. Chromebook case, \$25
- 6.6.4. Replacement cost for damaged screen, \$80
- 6.6.5. Device cleanup fee (stickers, residue, coloring, etc.) \$30+

iPads (K-~~3~~ 2):

- 6.6.6. Apple block, \$19
- 6.6.7. Apple charge cord, \$5
- 6.6.8. iPad case, \$25
- 6.6.9. iPad device, \$329
- 6.7.0. Device cleanup fee (stickers, residue, coloring, etc)

*All prices are subject to change based on current market prices.

7. Acceptable Use and Responsibilities

- 7.1. It is the district's responsibility to provide Internet and email access to the students. The school will utilize an Internet filter to block inappropriate material as required by the state and federal standards. The district will continue to provide staff and students with resources and guidelines for online safety, digital citizenship and responsibility, and research guidelines to help students comply with the Acceptable Use Agreement and copyright laws.
- 7.2. It is the parent/guardian's responsibility to discuss with their student(s) the values and standards they should follow while using the Internet. Parents should monitor their student's Internet activities and become informed about online safety and responsibilities. Parents should consider Internet filters on their home networks.
- 7.3. It is the student's responsibility to use the device in a digitally responsible and ethical manner. The student shall take proper care of their device, keep it secure, and take steps to protect their work and information. The student must strictly follow the Acceptable Use Policy of the school. The student must follow all timelines for the collection and distribution of the device at the beginning and end of the school year.

Bert Raney Elementary School

Student/Parent Agreement

This form will only be completed in the event a device is issued for at home use.

By signing below I understand and agree to adhere to the YME School District #2190 device Acceptable Use Policy as outlined above*.

___ YES, I want the available non-refundable insurance policy for the device at the rate stated in the agreement.

___ No, I choose not to pay the insurance fee. I understand that I am fully responsible for any damaged or lost devices or accessories.

Student Printed Name: _____

Student's Signature: _____

Parent/Guardian Printed Name: _____

Parent/Guardian's Signature: _____

Date: _____

I have wireless Internet access at home for the device.

___ YES ___ NO

Complete When You Receive Your Device

I acknowledge that I have received the following school items:

___ iPad ___ iPad charger (block and cord) ___ iPad case

___ Chromebook ___ Chromebook charger and cord ___ Chromebook case

===== Office Use Only=====

___ \$10.00 insurance fee has been received

Date paid: _____ [] check # _____ [] cash _____ [] Pre paid

___ Family/Guardians have chosen not to pay the fee and accept responsibility for all repairs.

___ (Staff initials)

Device Issued on: _____