

Columbia School District



Student Technology Handbook

2022 - 2023

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Columbia School District 1:1 Chromebook Program 2022-2023

The mission of the 1-to-1 program in the Columbia School District (CSD) is to create a collaborative and equitable learning environment for all learners. This environment will enable and support students and teachers in implementing transformative uses of technology as well as enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The Columbia School District will establish collaborative professional learning communities based on integrative professional development for teachers. These communities will enhance classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, Columbia School District staff, and community members will all play key roles in the development of effective and high-quality educational experiences.

Device Purpose

The Columbia School District is supplying each student with a Chromebook device. This device is property of the Columbia School District. The supplied instructional device's function will provide each student with access to required educational materials needed for each student to be successful. The Chromebook allows student access to Canvas, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks

- Chromebooks will be distributed during registration at the beginning of the school year. Parents/Guardians and students MUST sign and return the CSD Chromebook Agreement before the Chromebook will be issued to the student/students. This Technology Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Columbia School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebooks each year while enrolled at CSD.

There will be a Chromebook technology fee of \$25.00 per year.

1a: Probationary Student Privileges

To protect the assets of the Columbia School District, identified students will be required to turn in their Chromebook to their teacher at the end of the instructional day for a period of two weeks unless otherwise specified in the Acceptable Use Policy.

Students who will be included as probationary will be the following:

- All newly arriving students to the Columbia School District (Students who were not enrolled in the Columbia School District at the end of the previous semester)
- Students with poor attendance records (Students who have 10 absences in 3 or more class periods during the present or previous semester)
- Students who have violated the Acceptable Use Policy during the current or previous semester

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- Students leaving the Columbia School District must return district owned Chromebooks to the designated technology support person at their respective school.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebooks they have been issued by the school.

Chromebooks that are broken, or fail to work properly, must be taken to the designated technology support person of the school of attendance as soon as possible so that they can be taken care of properly. ***Do not take Chromebooks owned by the Columbia School District to an outside computer service for any type of repairs or maintenance.***

3a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord and/or headphones or earbuds plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- **Students should never carry their Chromebooks while the screen is open.**
- Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CANNOT** be covered.
- Chromebooks must have a Columbia School District tag on them at all times and this tag must not be removed or altered in any way. The removal of CSD tags will result in disciplinary action in accordance with the student handbook and other applicable District policies.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- If your device is in need of repair, please bring it to the building designated technology support person as soon as possible.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Use of the protective case provided by the Columbia School District is required.

3c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds, or disks).

- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher(s).
- Students are required to carry their Chromebooks at all times while at school.

4a: Chromebooks left at home

- If parent/guardian is unable to bring the Chromebook to school , the student will have the opportunity to use a loaner Chromebook from the classroom teacher if one is available.
- Repeat violations of this policy will result in loss of take home privileges.

4b: Chromebooks under repair

- Loaner Chromebooks will be issued to students when they leave their Chromebooks for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in the student's possession. Student will pay full replacement cost if the Chromebook is lost or stolen.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in loss of take home privileges.

4d: Backgrounds and Password

- Guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures may not be used as a screensaver or background. Use of these types of media will result in disciplinary action.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- Digital sharing of documents is encouraged. Printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

4g: Account Access

- Students will only be able to login using the columbiaschools.org account.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents and other files in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the Columbia School District, or graduating, students who want to save any of their work need to use [Google Takeout](#) to transfer any work to a personal Gmail account. Graduating Seniors will have until July 1 to transfer data. On July 1, all graduate's and completers' accounts will be deleted.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. Weekly checks should be performed to ensure the device is running the current version of the Chrome operating system.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

- All files must be stored in Google drive, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all operating system restorations will be handled by the technology department.

7. RESPONSIBLE USE

Responsible use guidelines for internet, electronic media, and communication apply to all Columbia School District devices. These guidelines shall be adhered to by all students, faculty, staff, and administration.

7a: General Guidelines

- Chromebooks are in compliance with the Children's Internet Protection Act (CIPA).
- Chromebooks and/or district owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to material classified as pornography, obscene, or harmful to minors.
 - The display of any kind of sexually explicit image or document on any CSD system is a violation of state and federal law. Explicit depictions of or electronic transmission of explicit depictions of minors is a federal offense. Authorities will be notified immediately if district personnel become aware of the possession or transmission of explicit depictions of minors. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Columbia School District.
 - CSD reserves the right to block any sites that CSD, in its sole discretion, determines to be objectionable or inappropriate.
- Students are responsible for their ethical and educational use of the technology resources of the Columbia School District.
- Access to the Columbia School District technology resources is a privilege and not a right. Each employee, student and/or parent is required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software such as viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another

user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and result in disciplinary action in accordance with the student handbook and other applicable District policies.

- No employee or student may use CSD internet facilities or devices to download or distribute pirated software or data.
- No employee or student may use the CSD internet facilities or devices to propagate any virus, worm, Trojan horse or trap-door program code.
- Each employee or student using the CSD internet facilities shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.

7b: Privacy and Safety

- Do not send chain letters or enter chat rooms or without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Columbia School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, regardless of whether that site had been previously deemed acceptable by any screening or rating program, exit the site immediately and report the site to your teacher or other school personnel.
- Employees are reminded that it is inappropriate to reveal confidential information, and any other material covered by the Family Educational Rights and Privacy Act. Employees releasing such confidential information, whether or not the release is inadvertent, will be subject to the penalties provided in existing CSD policies and procedures.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Board policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution and/or disciplinary action by the Columbia School District.

- The CSD retains the copyright to any material posted on the internet and/or network by any employee and/or student in the course of his or her duties or required coursework.
- CYBER BULLYING IS A VIOLATION OF DISTRICT POLICY AND STATE LAW AND WILL NOT BE TOLERATED! Please report any cyber bullying activity to the school and/or district administration immediately.

7d: E-mail and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, or abusive.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent/ received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at any time.

7e: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with District policies, including those contained in this Handbook, will result in disciplinary action.
- Electronic mail, network usage, and all stored files and the Chromebook device itself **shall not** be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- The Columbia School District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your Chromebook in the school district provided case.
- School district supplied filtering will be provided for use with devices outside of school district buildings.
- All Columbia School District Acceptable Use Policies are to be followed at home while using a CSD owned device.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the Columbia School District. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at CSD. *Take good care of it!*

8b: Account Security

- Students are required to use their Columbiaschools.org domain user IDs and passwords to protect their accounts and are required to keep those passwords confidential.

8c: Storing Your Chromebook

- Students in grades (9-12) are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle for security and temperature control measures.

8d: Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, computer labs, unlocked classrooms, and hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

Chromebook Repair Costs and Insurance

- First damage occurrence: Covered by usage fee.
- Second damage occurrence: \$25.00 plus the cost to repair the Chromebook or fair market value and possible loss of take home privileges.
- Third damage occurrence: \$25.00 plus the cost to repair the Chromebook or fair market value and loss of take home privileges.
- Fourth damage occurrence: fair market value to repair or replace the Chromebook.
- Lost or Stolen: fair market value to replace the Chromebook (police report required if stolen)

Fair Market Value:

- The Columbia School District determines fair market value using the following formula: Device cost - (Device age * \$25.00).

Table of Estimated Repair Pricing for Deductibles:

Loss, Deliberate Damage or Neglect	Chromebook Estimated Repair/Replacement
Broken Screen	Cost of Occurrence
Broken Keyboard	Cost of Occurrence
Power Adapter + Cord	\$25.00
Liquid damage to Chromebook	Cost of Occurrence
District Assigned Case	\$25.00

The Columbia School District reserves the right to charge for the entire replacement cost if negligence is determined.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the CSD through the Technology Department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by CSD TECHNOLOGY Department

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. Chromebooks are mobile devices designed specifically for cloud computing. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to WiFi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience, without all the time-consuming, often confusing, high level of maintenance required by typical computers.

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store."
("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Columbia School District's Technology Department. will maintain devices through the G Suite for Education console. As such, the school can pre-install web applications as well as block specific web applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets and microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web.
B. Users have the to complete some tasks in an "offline" mode.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks will come with internet filtering software.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect for students to charge them each evening to ensure maximum performance during the school day.

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

INTERNET ACCESS

Columbia School District (CSD) provides the privilege of internet access to district faculty, staff, students, and official guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Columbia School District, its officers, Board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the CSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions.

CSD will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through any CSD user's internet account.

Access will be restricted as required to comply with the Children's Internet Protection Act. Web browsing may be monitored and records retained to ensure compliance.

Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit an unblock request through the filtering system.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the internet is at the user's own risk. Columbia School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the internet.

CSD NETWORK RULES

- The person to whom a CSD network account is issued is responsible at all times for its proper use.
- Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with CSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.
- Any district employee who uses the CSD network inappropriately is subject to disciplinary action, including dismissal.
- Under no circumstances should a CSD network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.
- Schools may supplement any provisions of the Columbia School District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the Columbia School District AUP.
- Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.
- Any non-standard software that is needed to perform a specific job function shall be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it will be disabled.

ACCEPTABLE USES OF TECHNOLOGY (not all inclusive)

A responsible user of the technology will:

- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use district technologies at appropriate times, in approved places, for educational pursuits.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using CSD technology.

UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)

A responsible user of the technology will NOT:

- Violate any state and/or federal law (i.e., copyright laws).
- Use profanity, obscenity, or other language that may be offensive to others.
- Make personal attacks on other people, organizations, religions, or ethnicities.
- Create, access, download, store, or print files, images, or messages that are sexually explicit, obscene, or that offend or degrade others. The CSD administration invokes its discretionary rights to determine such suitability.
- Disrespect the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Transmit student information without the written permission of the parent/guardian.
- Forward personal communications without the author's prior consent.
- Use the CSD internet for commercial purposes, for financial gain, for personal business, to produce advertisement, for business service endorsement, or for religious or political lobbying.
- Destroy or alter the files of another user.
- View, take or delete the files of another user.

USE OF OUTSIDE EMAIL CLIENTS & STIPULATIONS FOR USING DISTRICT EMAIL CLIENT AS DISTRICT REPRESENTATIVE (Teachers, Administrators, Managers, etc.)

Use of personal "internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" internet service providers is allowed.

The Columbia School District does not block use of internet mail accounts, but any "OFFICIAL" communications, e.g., teacher to parent, teacher to student, staff to staff, must be via the district's e-mail system. This includes but is not limited to teachers who guide extracurricular activities such as clubs, choirs, bands and athletics.

Employees and students are to use the district email account for educational purposes or district business only. Providing the district email address to anyone for other purposes, such as using it as return address for a non-business related web site for the purpose of limiting SPAM in one's personal email account, is prohibited.

FILTERING

An internet filter is in place for Columbia School District. This filter is a critical component of the CSD network aiding the district's compliance with The Children's Internet Protection Act (CIPA) allowing valuable online internet access while restricting access to specific unwanted material in the following categories including but not limited to:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Content

This filter is updated multiple times daily. Filtering is not a 100% accurate way of preventing access to inappropriate sites. Inappropriate sites are added to the internet daily. Every effort is made by the district to ensure that students do not access inappropriate material.

Attempts to bypass the school internet filters are in violation of this acceptable use policy and will be subject to disciplinary action including denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school's disciplinary policy, and state or Federal law.

WORKSTATION MONITORING

All data transferred and/or transmitted over the CSD network may be monitored at any time. The district user sending any data or receiving solicited data, in violation of any established policy may be held liable for the data. Legal authorities shall be notified if the activity is in violation of local, state or Federal laws.

Any data stored on district owned equipment or in G Suite for education cloud storage for CSD accounts is the property of the CSD and may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E- mail, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the administration of the school.

TECHNOLOGIES COVERED

CSD may provide access to the internet, a desktop or mobile computer, other computing devices, videoconferencing equipment, email, and many other technology related equipment and capabilities.

The Acceptable Use Policy applies to district-owned technology equipment utilizing the CSD network, the CSD internet connection, and/or private networks/internet connections accessed from district-owned devices at any time.

This AUP also applies to privately-owned devices accessing the CSD network, the CSD internet connection, and/or private networks/internet connections while on school property or participating in school functions or events off campus.

This document covers all currently available technologies as well as those implemented in the future.

EMAIL

Employee and student CSD email is the property of CSD. It is the responsibility of the employee and student to maintain this email account appropriately.

Employees are not to use their district email account for personal communications.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the CSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or other device they are using might be infected with malicious software, they should alert the technology department immediately. Users should not attempt to remove the malicious software themselves.

ONLINE ETIQUETTE

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that, among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

PLAGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet provides anonymity to malevolent individuals and exposes them to the associated risks. Users should carefully safeguard their personal information and that of others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, or parent if using the device at home).

CYBER BULLYING

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users shall not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create a hostile school environment for the targeted individual.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

SOCIAL MEDIA

The Columbia School District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and agree to abide by the Social Media guidelines. See CSD Policy GABBA Social Media.

LIMITATION OF LIABILITY

CSD will not be responsible for damage or harm to persons, files, data, or hardware.

While CSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

CSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the CSD network.

The nature of the internet filter is that all web traffic may be viewable by the filtering company. We whitelist local and national banks, but make no guarantee that the bank being used is whitelisted.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the Columbia School District's Acceptable Use Policy before internet or network access will be allowed.

INTERNET SAFETY AND CYBER BULLYING POLICY

It is the policy of **Columbia School District** to:

- a) Prevent user access, transmission of inappropriate material via internet, electronic mail, or other forms of direct electronic communications over its network;
- b) Prevent unauthorized access and other unlawful online activity;
- c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

As required by the Children's Internet Protection Act, blocking shall be applied to to any material deemed harmful to minors, such as; visual depictions of material deemed obscene or child pornography.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Columbia School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Prevention of inappropriate network usage includes:

- a) Unauthorized access, including so-called "hacking, and other unlawful activities; and
- b) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Columbia School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives. The Columbia School District or designated representatives will provide age-appropriated training for students who use the Columbia School District internet facilities. The training provided will be designed to promote the Columbia School District's commitment to:

- a) The standards and acceptable use of internet services as set forth in the Columbia School District's Internet Safety Policy;
- b) Student safety with regard to:
 - o Safety on the Internet;
 - o Appropriate behavior while on online, on social networking web sites, and in chat rooms; and
 - o Cyberbullying awareness and response.
- c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the appropriate personnel will document that the student has received the training.

LEGAL REFERENCE: USAC; CHILDRENS INTERNET PROTECTION ACT

Columbia School District

Student/Parent/Guardian Technology Agreement 2022 - 2023

I, _____ **(name, printed) as a borrower of a CSD Chromebook:**

- I have signed the CSD Technology Agreement and will follow the policies established in the CSD Student Technology Handbook.
- I will follow the guidelines listed below and those contained in the Student Technology Handbook for the proper care of the Chromebook.
- I agree to pay the user fee established by CSD in order to borrow and use a CSD Chromebook.
- I understand and agree that if I lose or damage the CSD Chromebook issued to me, I will be responsible to pay for repair or replacement of the Chromebook.
- I understand that if I fail to comply with District policies, the District may repossess the Chromebook issued to me. If repossession is necessary, I grant permission to District administration and/or law enforcement to enter my premises solely for the purpose of repossessing the Chromebook.
- I will report to school authorities any problems/issues I discover while using the Chromebook.
- I understand that the primary use of the Chromebook is as an instructional tool.

Guidelines for Proper Care of the Chromebook

1. I will not loan the Chromebook to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the Chromebook by the technology department.
3. I will not write on or place any labels or stickers on the Chromebook.
4. I will give proper and due care to the Chromebook at all times, including but not limited to the following:
 - a. Keeping food and drink away from the Chromebook
 - b. Not exposing the Chromebook to extreme heat or cold
 - c. Not attempting to repair a damaged or malfunctioning Chromebook
 - d. Using the appropriate Chromebook A/C adapter to charge the Chromebook
5. I will provide proper security for the Chromebook at all times including, but not limited to, the following:
 - a. Not leaving the Chromebook unattended in an unlocked classroom or during an extra-curricular activity
 - b. Not leaving the Chromebook in a vehicle

[Signature page follows]

Student Name: Last _____ First _____

Parent Name: Last _____ First _____

Address: _____

Parent Email Address: _____

Parent Phone Number: _____

The Columbia School District Acceptable Use Policy (AUP) allows students to use technology inside and/or outside of the classroom. Columbia School District may provide internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the CSD Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Acceptable Use Policy
3. Use of District Mobile Technology
4. Financial Terms of Chromebook Agreement annual insurance/usage fee: \$25.00 deposit is non-refundable.

The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in the CSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's mobile device, which may have occurred at school, at home, or while the mobile device was being transported.

The Chromebook remains the property of the Columbia School District. In the incident that the assigned Chromebook listed below cannot be repaired, CSD has the right to assign a replacement Chromebook. Replacement Chromebook notification will be sent home with the student. At the end of the school year or upon transfer from the District, parents and students agree to return the Chromebook to the District in the same condition it was issued to the student less reasonable wear or pay the replacement cost.

Signatures

Parent/Guardian Signature

Student Signature

Date

School

Grade Level

Asset Number

Columbia School District

Student Chromebook Acceptance Form

I understand that the Chromebook, equipment, and/or accessories that CSD has provided to me are the property of the Columbia School District. I agree to the terms and conditions in the CSD Chromebook User Agreement and the CSD Student Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the Chromebook to CSD personnel. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the Chromebook issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the CSD Student Technology Handbook. My parent/guardian will be held responsible for full reimbursement for lost/stolen Chromebook that is not reported within 3 calendar days. In the event the assigned Chromebook listed below cannot be repaired, CSD has the right to assign a replacement Chromebook. Replacement Chromebook notification will be sent home with the student.

I have participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student Technology Agreement and the CSD Student Technology Handbook will result in the restriction and/or termination of my use of a CSD Chromebook, equipment, and/or accessories.

Items Received:

Item	Asset Number	Condition	
Chromebook	_____	New	Used
Power Supply and Cable		New	Used
Chromebook Case		New	Used

Student Signature:

Date:

Parent/Guardian Signature:

Date:
