

# Oxford Community Schools

## Chromebook Handbook

2023-24

WHERE THE GLOBE IS OUR CAMPUS

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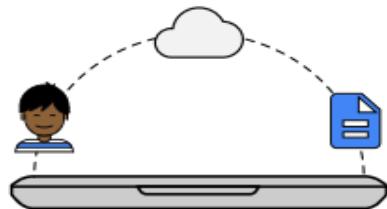
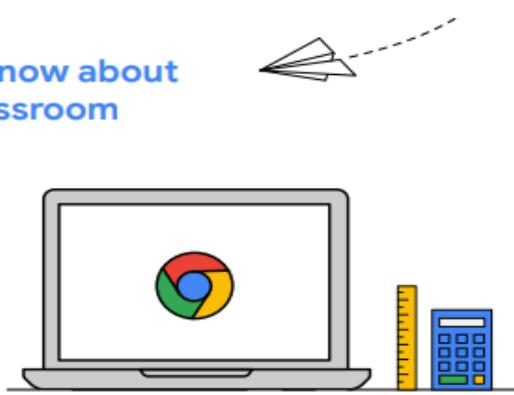
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WHERE THE GLOBE IS OUR CAMPUS

# Introduction

## What you've always wanted to know about Chromebooks in your child's classroom

Your child is using a Chromebook at school, and you have some questions. A Chromebook may be different than the computer you have at home, so we want to help you understand what a Chromebook is and how it's used at school.

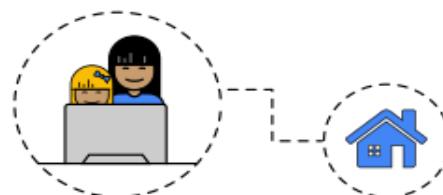


### So...what is a Chromebook?

It's a laptop that runs on the Google Chrome operating system. The Chrome operating system is designed to work on the cloud, so that means everything—your files, your apps, even your desktop—lives online (not on your laptop) and is the same wherever you sign in. That means never misplacing your files or losing your work in progress (it's all right on the cloud). No wifi? Chromebooks also store files locally and work offline.

### Why did our school choose Chromebooks?

Chromebooks are, by far, the #1 devices in schools because they're easy to use, versatile, and secure—we know trust is earned by protecting privacy and providing worry-free security. It helps that Chromebooks come as laptops and tablets with big screens and small screens, and entry models are affordable. They are built to be shareable. This means you and your child can use the same Chromebook and each have your own profile and files. In fact, in many schools, students share Chromebooks with each other.



Students can use their EDU accounts to continue [learning at home](#)

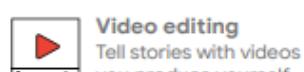
### Google for Education



### What does your child actually do on a Chromebook?

That varies from school to school, but the answer may be, "just about everything." Popular tools like Gmail and Google Docs make classroom collaboration easy, and there are apps to learn skills like video-making, podcasting, and coding. You may also have heard your child talk about Google Classroom. It's a tool some teachers use to help organize student classwork and assign homework and projects.

### Here are some amazing things you can do on a Chromebook



**Video editing**  
Tell stories with videos you produce yourself



**Coding**  
Learn to code no matter what grade you're in



**Drawing**  
Create art on your laptop

### Want to know more? Here are some conversation starters with your child.

- Do you have your own Chromebook at school, or do you share?
- What is your favorite thing to do on a Chromebook?
- What rules does your school have about using Chromebooks?
- When do you use your Chromebook in school?
- How has a Chromebook changed your school day?
- What's the most amazing thing you can do or create with a Chromebook?



If you want to know more about Chromebooks, check out [google.com/chromebook-for-families](http://google.com/chromebook-for-families)

Google for Education

# Expectations and Care

## Distribution of Chromebooks

- a. Chromebooks will be distributed to students in **Grade 5 near the end of the school year to take home for the summer**. Fifth graders will keep their Chromebook through middle school until receiving a new Chromebook at the start of 9th grade.
- b. Chromebooks will be issued to students in **Grade 9 at the start of the school year**. Ninth graders will keep their Chromebook through high school and return before graduation.
- c. All transfers, new students or students that miss their Chromebook distribution dates should report to the OMS or OHS media center and request to see the building tech to obtain their Chromebook. Both students and their parents/guardians must sign the Technology Resource Use Agreement prior to picking up a Chromebook. At the time of pickup, information will also be provided about insurance.

## Returning Your Chromebook

- a. End of Year. **At the end of the school year, students in grades 5-11 may keep their Chromebook for the summer or they have the option to turn it into the school for safekeeping.** Seniors are required to return their Chromebook as part of senior obligations. Failure to turn in a Chromebook will result in the student being charged the full replacement cost (between \$325 - \$350 depending on the model). There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.
- b. Transferring/Withdrawing Students. **Students that transfer out of or withdraw from the Oxford Community Schools must turn in their Chromebooks**, cases, power supplies, and any other equipment issued with the Chromebook to their school on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (between \$325 - \$350 depending on the model). There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

## Taking Care of Your Chromebook

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

- a. General Precautions
  - **No food or drink should be next to Chromebooks.**
  - Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
  - Chromebooks should not be used or stored near pets.
  - Chromebooks should not be exposed to extreme temperatures, such as leaving them in a car overnight during the winter.
  - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
  - Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are permitted.
  - Heavy objects should never be placed on top of Chromebooks.
- b. Carrying Chromebooks
  - Always transport Chromebooks with care and in the district-issued protective cases.
  - **Always use two hands to transport Chromebooks.**



- Never lift Chromebooks by the screen.
  - Never carry Chromebooks with the screen open.
- c. Screen Care. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
  - Do not store a Chromebook with the screen open.
  - Do not place anything in the protective case that will press against the cover.
  - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
  - **Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.**

## Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

- a. If a student does not bring his/her Chromebook to school
  - OHS and/or OMS students can visit the media center to **sign out a loaner Chromebook for the day** (if available) and **must return the Chromebook at the end of the day**.
- b. Chromebooks being repaired
  - A student who has purchased the optional insurance will receive a replacement.
  - A student who has not purchased the optional insurance must sign out a Chromebook on loan. The student will be able to keep the loaner Chromebook or receive their repaired Chromebook only once obligations are paid.
  - **Chromebooks on loan to students having their devices repaired may not be taken home.**
- c. Charging Chromebooks
  - **Chromebooks must be brought to school each day with a full charge.**
  - Students should charge their Chromebooks at home every evening.
  - Students can bring their charger to school.
- d. Logging into a Chromebook
  - Students will log into their Chromebooks using their school-issued Google Workspace account.
  - Students should never share their account passwords with others, including faculty and staff.
- e. Managing and Saving Your Digital Work With a Chromebook
  - The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices..
  - The district will not be responsible for the loss of any student work.

## Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. **All students are bound by the Oxford Community Schools Acceptable Use Policy, and all other guidelines in this document wherever they use their Chromebooks.**

## Student Personal Devices

**Due to Oxford Community Schools' network safety/security regulations students are not permitted to utilize their own personal computer during school hours. Any device that a student uses on the school district network must follow the AUP (Acceptable Use Policy).**

## Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

## Repairing/Replacing Your Chromebook

### a. OHS and OMS Students

- A student who has purchased the optional insurance will receive a replacement.
- A student who has not purchased the optional insurance must sign out a Chromebook on loan. The student will be able to **keep** the loaner Chromebook or receive their repaired Chromebook **only once obligations are paid**. The loaned device might not be the same device.
- **Chromebooks on loan to students having their device repaired cannot be taken home. If the student accidentally takes the loaner device home, the Chromebook will be disabled at the end of the school day.**
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Students will be contacted when their devices are repaired and available to be picked up.

### b. Elementary

- Elementary students should let their teacher know immediately if their Chromebook requires a repair. The building tech will troubleshoot and resolve the problem. Note: Chromebooks used by elementary students stay in the classroom at all times.

## OPTIONAL - Insurance

For students in grades 5-12 there will be an **OPTIONAL Chromebook Insurance coverage available for purchase as well as OPTIONAL Laptop insurance for CTE and OSEC students**. Oxford Community Schools strongly encourages families to purchase the optional insurance coverage. Please check with your building administrator if you need financial assistance.

Coverage with Chromebook and Laptop Insurance Program			
Accidental Damage	Cracked Screens	Drops	Liquid Spills
Power Surge	Vandalism	Flood	Fire

## Appropriate Use as Digital Citizens

School-issued **Chromebooks/Laptops should be used for educational purposes and students are to adhere to the OCS Acceptable Use Policy and all of its corresponding administrative guidelines at all times**. Users have no rights or expectations of privacy when using district provided technology resources. Users who disregard the AUP and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them per the Student Code of Conduct.

**Having district technology privileges suspended may involve (students will still have access to FAPE):**

- Step 1: Warning
- Step 2: Removal of district technology privileges for one week
- Step 3: Removal of district technology privileges for one month
- Step 4: Removal of district technology privileges for one semester

Dear Oxford Parents/Guardians,

The district has invested in additional components to the GoGuardian online safety tool which now allows our district parents and guardians access to the GoGuardian Parent app. This mobile app will help keep parents/guardians aware of your children's activity on school-issued devices and provide you with additional controls during out-of-school hours. GoGuardian Parent is a companion to the classroom management and internet filtering tools that your child's school uses for devices issued to students. Through the use of this app, we hope to encourage more open and honest conversations between parents and children that will result in safer practices and responsible browsing habits. Below is further detail of what GoGuardian Parent app is and how you can download it to access your student's account.

### **What is a GoGuardian Parent?**

GoGuardian Parent was created to help provide additional educational support to administrators and teachers by allowing parents to see what sites and documents their children are browsing and providing parents with additional internet controls at home. The app gives parents a bird's eye view of the apps and websites that their kids are on most often and control over school-issued devices during out-of-school hours. With this perspective, parents can be made aware of what types of browsing behavior schools are seeing from students so they can all work together to encourage more effective internet browsing habits at home and at school.

### **What's the intention of the app?**

By providing insight and controls over student browsing activity, our goal is to empower parents to take a more active role in their children's online learning. We aim to create a greater sense of transparency with student browsing to help bring about a greater sense of accountability on both the parent's and the student's part. We also believe that transparency and insight will increase the likelihood of productive student browsing habits on a more consistent basis.

### **What is included in this app:**

- Top 5 summary of student browsing (apps, extensions, documents, and websites visited)
- Teacher interventions
- 30-day view of websites, videos, documents, apps, and extensions
- Ability to block websites on school-issued devices during out-of-school hours
- Ability to pause internet access on school-issued devices during out-of-school hours, either on-demand or at a scheduled time

### **To access the app, please follow the below instructions:**

1. Download the app
  1. iPhone: Visit App Store, search for GoGuardian Parent, and tap the download button.
  2. Android: Visit Google Play Store, search for GoGuardian Parent, and tap the download button.
2. After the app is successfully downloaded and installed, open it up and enter your email associated with powerschool
3. Login/Check Email: Check your email on your phone for a link to log in to the app. Tap the "Verify your email", and it will take you straight to the app. *Note: If you don't have access to your email through the device you used to log in, tap on "Login with verification code", and copy and paste the verification code from the email into the app.*

If you have any further questions regarding your access to the GoGuardian Parent app please email Oxford District Technology Specialist John Ward at [john.ward@oxfordschools.org](mailto:john.ward@oxfordschools.org).

**Oxford Community Schools Chromebook - Laptop Insurance Program**  
**Optional Enrollment Form**



OXFORD COMMUNITY SCHOOLS  
10 N. Washington  
Oxford, MI 48371

Optional insurance cost is \$25 per year per student for a Chromebook and \$75 per year per student for a laptop:

Chromebook Insurance		Laptop (for CTE and OSEC students) Insurance	
Child(ren)	Cost	Child(ren)	Cost
1	\$25	1	\$75
2	\$50	2	\$150
3	\$75	3	\$225
4	\$100	4	\$300
5	\$125	5	\$375

Coverage:

**Intentional damage and loss is not covered.** Code of Conduct will apply.

Coverage with Chromebook and Laptop Insurance Program	
Accidental Damage	Cracked Screens
Drops	Liquid Spills
Power Surge	Vandalism
Flood	Fire

Chromebook Claims/Obligations:

- 1st repair claim/obligation: Replacement provided
- 2nd repair claim/obligation: \$25 deductible and replacement provided
- 3rd repair claim/obligation: \$50 deductible and no device replacement until current device is repaired

Laptop Claims/Obligations

- 1st repair claim/obligation: Replacement provided
- 2nd repair claim/obligation: \$75 deductible and replacement provided
- 3rd repair claim/obligation: \$150 deductible and no device replacement until current device is repaired

By enrolling in the Optional Insurance Program, the Parent/Guardian is agreeing to the following statement:

*By enrolling in the optional insurance, "I certify that my student's device is not presently in need of repair and is in good working order."*

**Please click on the following link to enroll and submit payment:**

[e~Funds for Schools](#)

**If you decline the optional insurance - please note the Student/Parent/Guardian will be responsible for any damage to their Chromebook or Laptop. Below are Obligation costs:**

# CHROMEBOOK OBLIGATION FORM

To be completed by the building tech

In concordance with the Technology Resource Use Agreement



**OXFORD COMMUNITY SCHOOLS**  
10 N. Washington  
Oxford, MI 48371

STUDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

PARENT NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

CHROMEBOOK SN \_\_\_\_\_

## OXTAG \_\_\_\_\_

### **Claims/Obligations:**

- 1st repair claim/obligation: device loaner provided but remains in the school - , Obligation issued
  - Additional repair claim/obligation: device loaner provided, IF previous obligation has been paid

**TYPE OF OBLIGATION (estimates based on model of device):**

- BROKEN SCREEN - \$100
  - HINGES (not visible) - \$50
  - HINGE COVERS - \$50
  - KEYBOARD/PALMREST - \$150 (INCLUDING MISSING/BROKEN KEYS/NO TOUCHPAD)
  - MONITOR BEZEL - \$80
  - LCD BACK COVER - \$90
  - POWER ADAPTER - \$15
  - SYSTEM BOARD -\$190
  - FULL CHROMEBOOK REPLACEMENT - (Cost dependent on model: \$325-\$350)

**Note:** This is only a first level check. If additional/obscure damage is found by hardware tech, this will be added to the students Powerschool account within 30 days and will result in additional charges communicated to the family.

# e~Funds for Schools

AMOUNT DUE \$ \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

- OBLIGATION PAID

**DATE**

1 copy - Building Principal  
1 copy - Building Tech

Revised: 3/2023

# EFunds for Schools Parent Instructions Guide

## e~Funds for Schools

Welcome!

What would you like to do?

- Fund Lunch
- Pay for Optional Fees

Hello  
Welcome Students and Parents

Home

Make a Payment

Fund Lunch

Optional Fees

Cart

Manage Students

Login

Create an Account

FAQ

Make sure that you are on the correct district website.

<https://payments.efundsforschools.com/v3/districts/56346/>

Create an Account

Username \* parentname

Password \* \*\*\*\*\*

Re-enter Password \* \*\*\*\*\*

First Name \*

Last Name \*

Email \*

Phone

Address

\* indicates required field

CREATE ACCOUNT

Enter your information then hit "CREATE ACCOUNT"

Welcome!

To add students select "Manage Students"

Manage Students

Students

You have added the following students:

No students have been added yet. Add students to continue.

CONTINUE ON HOME

Add Students

Look up your students by their last name and either their student number or family number:

Last Name \*

Student or Family Number \*

(123) 456-7890

Student and/or Family Numbers are assigned by your school district. This information is typically given out on a document, Student ID, or at registration.

\* indicates required field

ADD STUDENT(S)

Manage Students

Students

You have added the following students:

Grade: 10

Grade: 8

Grade: 5

CONTINUE ON HOME

Add Students

Look up your students by their last name and either their student number or family number:

Last Name \*

Student or Family Number \*

(123) 456-7890

Student and/or Family Numbers are assigned by your school district. This information is typically given out on a document, Student ID, or at registration.

\* indicates required field

ADD STUDENT(S)

# EFunds for Schools: To Pay for Chromebook or Laptop Insurance

## e~Funds for Schools

The screenshot shows the e~Funds for Schools website homepage. On the left, there's a sidebar with links: Home, Make a Payment, Fund Lunch, Student Fees, Optional Fees, Cart, and Manage Students. The main area lists several payment items with icons:

- Pay for Cheer-Varsity-Champion Camp (Cheer icon)
- Pay for LACROSSE- BOYS banquet 6.6.23 (Lacrosse icon)
- Pay for Basketball - BOYS Youth Camp (Basketball icon)
- Pay for FACILITY RENTAL 2022-2023 (P icon)
- Pay for Oxford Suzuki Strings (P icon)
- Pay for Chromebook Insurance (P icon, highlighted with a red box)

A callout box on the right side contains the following text:

On the home screen select the payment item that you would like to purchase.  
\*\*Please note these are listed on the home screen not Student or Optional Fee screen\*\*

**The optional Chromebook insurance is \$25 per student. If you have more than one student you are adding insurance for, please pay \$25 (Chromebook) and enter student ID for each individually.**

**The optional Laptop (for CTE and OSEC students) is \$75 per student.**

This screenshot shows the "Chromebook Insurance" payment page. At the top, there's a "GO BACK" link and a "Cart" section showing a subtotal of \$0.00 and a "BEGIN CHECKOUT" button.

The main form area includes:

- A note: "By making this payment you are opting into the optional Chromebook insurance. Please refer the OCS Chromebook Handbook for more details."
- A price field: "25.00" with a note: "School set at: \$25.00" and a lock icon.
- A "Please enter student ID" field containing "12345".
- A red-bordered callout box containing the text: "Don't forget to enter student ID! Include for all students you are purchasing insurance for".
- A blue "ADD TO CART" button at the bottom-left.

**After you click Add to Cart it will put you back on the home page**

Welcome!

What would you like to do?

**Checkout**  
Pay for 1 item for \$75.00

 Fund Lunch

 Pay for Student Fees

 Pay for Optional Fees

Hola  
Welcome Students and Parents

Fundraisers  
There are 4 active fundraising campaigns! Click here to donate!

Select Checkout when done adding all item to begin payment process



OXFORD COMMUNITY SCHOOLS

WHERE THE GLOBE IS OUR CAMPUS

# EFunds for Schools: To Pay for Technology Obligations

## e~Funds for Schools

The screenshots illustrate the steps to pay for technology obligations through the e~Funds for Schools platform:

- Welcome Screen:** Shows the main navigation bar for Oxford Community Schools, MI. The "Pay for Student Fees" button is highlighted with a red oval.
- Student Fees Screen:** Shows a message that the student does not have any fees. The "Cart" section shows a subtotal of \$0.00 and a "BEGIN CHECKOUT" button.
- Technology Obligation Screen:** Shows a "Technology Obligation" item with an amount due of \$25.00. The "ADD ALL FEES" button is visible. The "Cart" section shows a subtotal of \$0.00 and a "BEGIN CHECKOUT" button. A red oval highlights the "Technology Obligation" item.
- Final Step:** Shows the "ADD TO CART" button highlighted with a red oval. The "Cart" section shows a subtotal of \$0.00 and a "BEGIN CHECKOUT" button.



<b>Book</b>	<b>Policy Manual</b>
<b>Section</b>	<b>7000 Property</b>
<b>Title</b>	<b>STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY</b>
<b>Code</b>	<b>po7540.03</b>
<b>Status</b>	<b>Active</b>
<b>Adopted</b>	<b>April 1, 2004</b>
<b>Last Revised</b>	<b>July 9, 2019</b>

#### **7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined By Law 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and student's personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its TechnologyResources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet Connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The Determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial.

Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.) cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources -- i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the are personally responsible and liable, both civilly and criminally, for uses of the District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Deputy Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to student's the District's Education Technology and the Internet for instructional purposes.

Revised 8/23/10

Revised 6/13/11

Revised 8/22/12

Revised 8/26/15

Revised 12/9/15

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## **TECHNOLOGY RESOURCES USE AGREEMENT**

**In concordance with the District's Acceptable Use Policy (#7540.03)**



**OXFORD COMMUNITY SCHOOLS**  
10 N. Washington  
Oxford, MI 48371

### **INTRODUCTION**

Oxford Community Schools (the District) believes that the Internet offers unique resources for students, administrators and teachers. The District's goal in providing Internet access as well as other Technology Resources to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement (Agreement) and to abide by the terms and conditions of the District's Acceptable Use Policy (Policy #7540.03). The District does not authorize any use of Technology Resources which are not conducted strictly in compliance with this Agreement and the District's Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

**STUDENT ACCESS TO INAPPROPRIATE ONLINE MATERIAL; ASSUMPTION OF RISK BY PARENT** While access to the Internet by way of the District's Computer System shall be administered by a teacher or by other school personnel, the District may not be able to technologically limit access to those online servers that have been authorized for study and research. Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting, with your initials below, to allow your child to use the Internet, you assume the risks spelled out in this paragraph.

### **DISCIPLINE**

Students who violate the District's Acceptable Use Policy and/or this Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures or legal action.

### **PARENT/GUARDIAN ACKNOWLEDGEMENT AND RELEASE**

As the parent(s)/guardian(s), I/we have read this Technology Resources Use Agreement and discussed it with my/our child. I/We understand that access to the District's Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the District to open an Internet account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that school staff may monitor my/our child's electronic communications, including email and files that he or she downloads. I/We hereby release, in both my/our personal capacity, and as guardian of my/our child, the school system and school as well as all school teachers, administrators, and adult volunteers, from any claims arising from my/our child's violation of, or conduct inconsistent with the District's Acceptable Use Policy, including, but not limited to, claims arising from materials my/our child may download or relationship he or she may establish with people online, whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

I/We also hereby agree to indemnify the District as well as all school teachers, administrators, and adult volunteers from any claims arising from my/our child's violation of, or conduct inconsistent with, the Acceptable Use Policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

I/We understand that my child(ren) will be assigned an Oxford Community Schools Chromebook (and accessories) or Laptop for the upcoming school year. Secondary students (grades 6 -12) will check out a Chromebook or Laptop and transport it to and from school. Elementary students (grades DK-5) will keep the Chromebook in their classroom, unless their teacher decides it is necessary for home use.

I/We agree to take full responsibility for this equipment while it is in my possession. I/We will replace, repair or reimburse Oxford Schools for anything lost or damaged. I/We will adhere to the Acceptable Use Agreement (AUP) that I/We have read and reviewed with our child(ren), and I/We will take full responsibility for any cost incurred due to any damages and/or changes made to the equipment's configuration.

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

Student Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_