

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT
STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

Use of the Northern Humboldt Union High School District’s computing equipment and internet connectivity is a privilege. Violation of any of the terms set forth in this contract may result in removal of this privilege, disciplinary action, and/or legal action. All users of Northern Humboldt Union High School District’s computing equipment and/or internet may be subject to monitoring at any time.

After the first two weeks of school, if this form has not been submitted, student access to digital resources will be suspended until this form has been submitted. **Please return this page and keep the terms and conditions for reference.**

Parent/Guardian Agreement:

As the parent or guardian of this student, I have read the attached Internet and Network Policies Technology Acceptable Use Policy (AUP) as well as this contract. I understand that it is impossible for Northern Humboldt Union High School District to restrict access to all controversial material. I will not hold the Northern Humboldt Union High School District responsible for any materials acquired or created while utilizing Northern Humboldt Union High School District's network and computing equipment.

I understand that my child will have the opportunity to access the Northern Humboldt Union High School District’s network and computing equipment from anywhere in the world (i.e. public “cyber cafes”, private business, and personal home systems). I accept full responsibility for my child's use of the Internet and the Northern Humboldt Union High School District Network whether or not the use takes place in the school setting.

I hereby give my permission for my child to utilize the Northern Humboldt Union High School District’s network and computing equipment.

Parent/Guardian’s Name (please print): _____

Parent/Guardian’s Signature: _____

Date: _____

Student Media Consent and Release Form

Throughout the school year, students may be highlighted in efforts to promote activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

I, as the parent or guardian of _____, hereby give the Northern Humboldt Union High School District and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

1. This is with the understanding that neither the Northern Humboldt Union High School District nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child’s participation.
2. I further release and relieve the Northern Humboldt Union High School District, its Board of Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

Parent/Guardian’s Name (please print): _____

Parent/Guardian’s Signature: _____

Date: _____

1:1 Initiative

We believe access to a digital tool, like the cloud-based Chromebook, can enhance learning, improve engagement, and advance students' important technical and organizational skills; thus, falling squarely under Goal 1 of our Local Control Accountability Plan. The timing of this initiative runs parallel to both the current demand for distance learning, and to our teachers developing lessons that will demand more student writing, in-depth reading, and relevant research. The Chromebook provides students with a powerful tool to accomplish what's expected of them as they advance their learning both on campus and in distance learning environments.

My student will:

STUDENT WILL BE USING THEIR OWN DEVICE (Check One) : Yes No

Parent's Signature

Date

By signing, I acknowledge that my student and I have reviewed and agreed to the BOYD terms and conditions in the attached packet.

IF STUDENTS WILL BE CHECKING OUT A CHROMEBOOK:

Please complete the boxes below to identify the student and their assigned device. Signing indicates you and your student has read and understand the Chromebook policies.

Student Name:	School:
Student ID:*	Grade Level:
Parent Name:	
Parent Signature	Date:

By signing, I acknowledge that my student and I have reviewed and agreed to the UHSD Chromebook Student/Parent User Agreement in the attached packet.

Website & Social Media Guidelines

Please review these with your student. By signing, you acknowledge that you and your student has reviewed these expectations.	Parent Signature
Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, it is True, Helpful, Inspiring, Necessary, Kind?)	
Follow the division's Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts (plagiarism). It is good practice to hyperlink to your sources.	
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.	
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
Students will have access to YouTube. They are expected to use it for school provided/related links only.	

NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Use of the network resources and electronic devices must be in support of education and research while remaining consistent with the educational and ethical objectives of the Northern Humboldt Union High School District in addition to those stipulated by this policy. Because technology is used as part of school activities, the district's code of conduct applies to any technology related activity as well. Therefore, this AUP is an extension of the district's behavior code. As responsible young adults, you are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

Expected Behavior

- A. You will promptly notify teachers or another school employee if they receive any messages or encounter web pages that are inappropriate or make them feel uncomfortable.
- B. All access from the school grounds including school owned and personal devices must utilize the school's network. All the rules and regulations apply when using the school network and/or district owned devices from off campus.
- C. You will use your school provided email account only for school use. Your account will be removed at the end of your time with the Northern Humboldt Union High School District and should therefore not be used for subscriptions or related online activities outside of class. You will be given the opportunity to obtain your digital data prior to exiting but will not have continued access to your school email.
- D. You will not share your account information with other students. By sharing your login information (username and password), you are taking responsibility for someone else's actions. Anything they do can be traced back to you and you may suffer the consequences of their actions. If you suspect that another person has your account information, report it immediately to your teacher or the administration.
- E. Use of all electronic resources (graphics, sounds, movies, etc.) accessible via the internet should be assumed to be copyrighted, private property unless explicitly stated otherwise by the source. Use of these resources must be accompanied by either written permission form from the source author or accompanied by formal bibliographical reference to the source and author.

Unacceptable Behavior

- A. Cyberbullying is strictly prohibited. Cyberbullying is defined as imposing intentional harm inflicted through electronic media and includes, but is not limited to: sending or posting to the internet; posting on social networking sites; and/or utilizing other digital technologies to send or post harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images. You shall not use any technological resources to participate in cyberbullying at any time. Use of any technology or digital resource for this purpose will not be tolerated.
- B. Breaking into another person's account and/or assuming that person's identity for any reason is prohibited.
- C. You will not share your own or anybody else's Personally Identifiable Information (PII). A complete list of PII may be found in Appendix A.
- D. Use for commercial activities, gambling, product advertisement, profit-making activities, or political lobbying is not acceptable and is prohibited. Any transmission or reception of pornographic material is also unacceptable and is expressly prohibited.
- E. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language. You will not use technology that could interfere with the educational process or cause a danger of disruption in the educational environment.

- F. You will not plagiarize including utilizing images, sound, and video, etc. without citation that you find using electronic resources. Plagiarism is taking the ideas or writings of others and presenting them as your own.

Unacceptable Use

- A. Downloading and/or installing any application, plug-in, update, or patch without prior consent from Northern Humboldt Union High School District personnel is not acceptable.
- B. Vandalism will result in cancellation of all network and computing privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to the internet. This includes but is not limited to the uploading, or creation of, computer viruses.
- C. Use of classroom technologies to engage in activities outside of classroom lessons is prohibited. This includes but is not limited to social media, games, music, video entertainment and written materials.

Disclaimers

Some parts of the internet may contain harmful matter (as defined by the Penal Code 313) that is not suited for students. The district will comply with the laws set forth by CIPA (Child Internet Protection Act) which includes, but is not limited to, content filtering. If you have a question or concern regarding any materials you find, immediately contact an adult such as your teacher, librarian, an aide, or your parent/guardian.

- A. Privileges - The use of Northern Humboldt Union High School District's network, computing equipment, and Internet connection is a privilege. Unacceptable use will result in a cancellation of the privilege. The system administrator may close an account or discreetly monitor a user at any time if necessary. The administration, faculty and staff of the Northern Humboldt Union High School District may request the system administrator to deny, revoke, or suspend specific user privileges.
- B. Warranties - The Northern Humboldt Union High School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Northern Humboldt Union High School District will not be responsible for any damages you suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the negligence of the Northern Humboldt Union High School District or your own errors or omissions. Use of any information obtained via Northern Humboldt Union High School District's network, computing equipment, and Internet connection is at your own risk.
- C. Security - Security on any computer system is a high priority, especially when the system involves many users. Upon logging into the district's network, your devices may be checked for anti-virus software and/or software updates. If you identify any security problems with Northern Humboldt Union High School District's network, computing equipment, or internet connection, notify one of the system administrators: Tim Oliveira at (707) 839-6470 (toliveira@nohum.k12.ca.us), Kieth.Mack at (707) 839-6466, or Chris Gonzalez at (707) 825-2414.
- D. Privacy - Digital communications and actions may be monitored while using district equipment and/or when using the district network. School administrators, technical staff, counseling staff and teaching staff have access to student digital behavior, communications and digital documents; students have no expectation of privacy while using District systems and technologies.

Appendix A: Personally Identifiable Information (PII)

First and Last Name	Home Address
Telephone Number	Email Address
Discipline Records	Test Results
Special Education Data	Juvenile Dependency Records
Grades	Evaluations
Criminal Records	Medical Records
Health Records	Social Security Number
Disabilities	Biometric Information
Socioeconomic Information	Food Purchases
Political Affiliations	Religious Information
Text Messages	Documents (Artifacts)
Student Identifiers	Search Activity
Photos	Voice Recordings
Videos	

NHUHSD

Google Chromebook

1:1 Pilot

Parent/Student Handbook

Table of Contents

1. General Information

- A. Receiving Your Chromebook
- B. Chromebook Check in
- C. Check in Fines

2. Caring from your Chromebook

- A. General Precautions
- B. Screen Care

3. Using your Chromebook

- A. Chromebooks Left at Home
- B. Chromebook Undergoing Repair
- C. Charging Your Chromebook's Battery
- D. Photos Screensavers, and Background Photos
- E. Sound, Music, Games, or Programs
- F. Printing
- G. Home Internet Access

4. Managing Data

- A. Saving To The Chromebook
- B. Network Connectivity

5. Software

- A. Originally Installed Software
- B. Additional Software
- C. Inspection
- D. Procedure for Reloading Software
- E. Software Upgrades

6. Responsibilities and Expectations

- A. Parent/Guardian Responsibilities
- B. School Responsibilities are to:
- C. Students Are Responsible for:
- D. Student Activities Strictly Prohibited
- E. Chromebook Care
- F. Legal Propriety
- G. Student Discipline

7. Protecting and Storing

- A. Chromebook Identification
- B. Storing Your Chromebook
- C. Chromebooks Left in Unsupervised Areas

8. Disciplinary Actions

9. Digital Citizenship

10. Chromebook Repair Process

11. User Agreement

- A. Part One: Student Information
- B. Part Two: Website & Social Media Guideline

1. GENERAL INFORMATION

A. Receiving Your Chromebook

- i. Parents and students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy on or before November 11th.
- ii. A Chromebook will be issued to your student, but if the above documents are not signed in time the device will cease to function on November 12th.

B. Chromebook Check-in

- i. Students who graduate early, withdraw, or terminate enrollment from the Northern Humboldt Union High School District for any reason must return the Chromebook, charger and any peripheral device or accessory, on or before the date of termination.
- ii. If a student fails to return the Chromebook, charger and any peripheral device or accessory upon termination of enrollment in the Northern Humboldt Union High School District, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, charger and any peripheral device or accessory. Failure to return the Chromebook, charger and any peripheral device or accessory could result in theft charges being filed against the student and/or parent/guardian.

C. Check-in Fines

- i. If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact the library and submit a replacement ticket. In the case of a theft, a police report must be filed with the replacement ticket.
- ii. Any technical issue with the device must be brought to the attention of the technology support staff and/or Library staff for repair/replacement immediately. This may be done via Technology Ticket or drop-in/contact with Library staff. This includes, but is not limited to; Chrome Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.
- iii. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair. A member of the Northern Humboldt Union High School District Technology Staff must perform all repairs.
- iv. After two incidents of accidental damage, the student may lose some privileges of the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- v. All reports will be investigated and addressed on a case-by-case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

A. General Precautions

The Chromebook is school property and all users will follow this policy and the Northern Humboldt Union High School District Acceptable Use Policy for technology.

- i. No food or drink is allowed next to your Chromebook while it is in use.
- ii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iii. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- iv. District provided Chromebook and Chromebook accessories must remain free of any writing, drawing, stickers, or labels that are not the property of the Northern Humboldt Union High School District.
- v. Chromebooks must never be left in an unlocked locker, unlocked car or in any unsupervised area.

- vi. Students are responsible for keeping their Chromebook's battery charged for school each day.
- vii. Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving the devices in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
- viii. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could damage the device.
- ix. Take care to protect your password. Do not share your password.
- x. Lock your screen when you leave your Chromebook unattended for ANY amount of time.

B. Screen Care

The Chromebook screens can be damaged if subject to rough treatment. The screens are extremely sensitive to damage from excessive pressure on the screen.

- i. Chromebooks should never be carried while the screen is open
- ii. Do not lean on top of the Chromebook when it is closed.
- iii. Do not place anything near the Chromebook that could put pressure on the screen front or back.
- iv. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- v. Clean the screen with a soft, dry cloth or antistatic cloth.
- vi. Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually cause damage to the Chromebook.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use during school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless instructed otherwise.

A. Chromebooks Left at Home

If a student leaves their Chromebook at home, they will have the opportunity to use a replacement Chromebook from the library, if one is available. Students may stop by the library before school to check out a Chromebook to use for the day and return the Chromebook to the library at the end of the same day. Replacement Chromebooks are not available for overnight checkout.

- i. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- ii. If a student repeatedly leaves their Chromebook at home, they may be required to "Check Out" their Chromebook; their Chromebook will not leave campus. The Chromebook will be checked out in the morning from the library and returned at the end of the school day to the library.
- iii. After the first "check out" period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the Assistant Principal.
- iv. If a student leaves their Chromebook at home for three consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

B. Chromebook Undergoing Repair

- i. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.

- ii. Replacement Chromebooks must remain at the school.
- iii. Replacement Chromebooks will only be issued for use in school until all costs of replacement have been paid.

C. Charging your Chromebook's Battery

- i. Chromebooks must be brought to school each day in a fully charged condition.
- ii. Repeat violations (Minimum of three days, not consecutively) of this policy will result in a phone call home and a referral to school administration. Additional offenses will result in detention(s).
- iii. In cases where use of the Chromebook has caused batteries to become discharged, students will be allowed to connect their Chromebooks to a power outlet in class.

D. Photo Library, Screensavers, Background Photos

- i. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- iii. Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

E. Sound, Music, Games, or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
- iii. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
- iv. Only Music/Sound files that are obtained legally for educational purposes are allowed.
- v. Headphones may be used at the discretion of the teacher. Headphones are not provided by NHUHSD.

F. Printing

- i. Printing will be available in a limited capacity inside Northern Humboldt Union High School District schools with the Chromebooks. Keep in mind that the nature of the device minimizes the need to print. Students may print school assignments using the Library printers. Permission for use of these printers must be obtained prior to printing. Printing without consent may result in decreased printing privileges.

G. Home Internet Access

- i. Students are allowed to set up access to their home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- ii. Students may also set up home printing capabilities for their Chromebook. This will require a compatible printer and proper settings on the Chromebook using Google Print. (Home printers will not be supported by the division technology department).
- iii. If parents/ guardians are interested in providing additional content filtering at home, it is suggested that the parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

A. Saving to your Chromebook

- i. Students will save work to their Google accounts via the Chromebook. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of resetting the division will not back up the Chromebooks.
- ii. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
 - a) Backups of all data can be obtained by visiting <https://takeout.google.com>. Downloadable archives will be emailed to student email accounts and can be downloaded and backed up at will.
 - b) Lost or corrupted backups obtained by the student are not the responsibility of the Northern Humboldt Union High School District.
- iii. Chromebook malfunctions are **not** an acceptable excuse for not submitting work on time.

B. Network Connectivity

- i. The Northern Humboldt Union High School District makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the Division will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

A. Originally Installed Software

- i. The Extensions/Apps originally installed by Northern Humboldt Union High School District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

B. Additional Software

- i. Students are not allowed to load extra Extensions/Apps on their Chromebook. Students are responsible for the content on their Chromebook. Apps and other media must be appropriate per NHUHSD Acceptable Use Policy and Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These Apps/Extensions will be available upon logging into the device using the official school approved email address.
- ii. Any attempt to "Jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- iii. Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps. Immediate removal of material (or full reset of the device), contact with parents/guardians, and disciplinary action will take place.

C. Inspection

- i. Students may be selected at random to provide their Chromebook for inspection.
- ii. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

D. Procedure for Re-loading Software

- i. If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The division does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.

- ii. Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- iii. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

E. Software Upgrades

- i. Upgraded versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.
- ii. Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

A. Parent/Guardian Responsibilities

- i. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ii. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- iii. The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - a) NetSmartz: <http://www.netsmartz.org/Parents>
 - b) CommonSense Media: <http://www.commonsensemedia.org/blog/digitalcitizenship>
- iv. Ensure that siblings and other family members are not using the device for personal use.

B. School Responsibilities:

- i. Provide Internet and Online Course Material access to students
- ii. Provide Internet filtering and blocking of inappropriate materials as possible.
- iii. Chromebooks will be treated similar to the policy surrounding school lockers. The Northern Humboldt Union High School District reserves the right to review, monitor, and restrict information stored on or transmitted by the Northern Humboldt Union High School District's owned equipment and to investigate inappropriate use of resources.
- iv. Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

C. Student Responsibilities:

- i. Use computers/devices in a responsible and ethical manner.
- ii. Obey general school rules concerning behavior and communication that apply to technology use.
- iii. Use all technology resources in an appropriate manner so as to not damage school equipment. Take a proactive role to aid the Northern Humboldt Union High School District in the protection of our computer system/devices by contacting an administrator about any security problems that they may encounter.
- iv. 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.
- v. Plagiarism is a violation of the Northern Humboldt Union High School Districts Code of Conduct. 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.
- vi. Use or possession of hacking software is strictly prohibited and violators will be subject to

the Northern Humboldt Union High School District's Acceptable Use Policy. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Division.

- vii. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.

D. Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook

(The Northern Humboldt Union High School District reserves the right to modify this list at any time.):

- i. Illegal installation or transmission of copyrighted materials.
- ii. Any action that violates an applicable existing or future Board policy and any applicable laws.
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- iv. Use of sites selling term papers, book reports, and/or other forms of student work.
- v. Use of outside data disk or external attachments without prior approval from the administration.
- vi. Changing of Chromebook settings (exceptions include personal setting such as font size, brightness, etc)
- vii. Spamming (sending mass or inappropriate emails)
- viii. Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts, Facebook, other social media sites, etc.
- ix. Gaining access to another student's or staff member's accounts, files and/or data.
- x. Use of the division's Internet/Email accounts for financial or commercial gain or for any illegal activity.
- xi. Sending anonymous or misleading communications for any inappropriate purpose by any means.
- xii. Students are not allowed to give out personal information without the permission and supervision of their parents or a school staff member over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, Amazon, email, etc.
- xiii. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- xiv. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/ or damage software components) of school equipment will not be allowed.
- xv. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- xvi. Bypassing the Northern Humboldt Union High School Districts web filter.

E. Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and peripherals, and keeping them in good working order.

- i. Chromebook batteries must be charged and ready for school each day.
- ii. Only labels or stickers approved by the Northern Humboldt Union High School District may be applied to the device.
- iii. Chromebooks that malfunction or are damaged must be reported to the library and/or the technical support staff. The school district *may* be responsible for repairing Chromebooks that malfunction.

Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.

- iv. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- v. Chromebooks that are stolen must be reported immediately to the Humboldt County Sheriff's Department (the police report must be submitted) and to school administration.

F. Legal Propriety

- i. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- ii. Plagiarism is a violation of the Northern Humboldt Union High School District Code of Conduct. 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.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to Northern Humboldt Union High School District/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Division.

G. Student Discipline

- i. If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, or Division policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook and the Acceptable Use Policy).

7. PROTECTING & STORING YOUR CHROMEBOOK

A. Chromebook Identification

- i. The Division will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time at NHUHSD. They will be collected at the end of each school year.

B. Storing Your Chromebook

- i. When students are not using their Chromebooks, they should be stored in their lockers. During gym periods Northern Humboldt Union High School District recommends the students use either their gym locker provided by the school district or place them in their student lockers.
- ii. To prevent damage, nothing should be placed on top of the Chromebook.

C. Chromebooks Left in Unsupervised Areas

- i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- ii. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In School Suspensions, and Out of

School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended.
- Downloading inappropriate apps and media.
- Deleting school installed settings from a Chromebook.
- Bringing a Chromebook to the gym unless directed by the gym teacher.
- Lack of adequate care for Chromebook and peripherals.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting setting on someone else's Chromebook.
- Adding a credit/debit card to a Google Account (Google Wallet) to purchase music/videos/unapproved apps.
- Logging in under a personal Google Account to download purchased apps for yourself or another student(s).
- Leaving my Chromebook at home. Lack of preparation for classes.
- Loaning of student devices to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

9. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use

available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

10. Chromebook Repair Process/Insurance

A. Vendor Warranty

- i. The equipment vendor has a one year hardware warranty on the Chromebook.
- ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
- iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses/spyware.
- v. Please report all Chromebook problems to your school's Library or technical support staff.

B. Chromebook Technical Support

- i. ALL REPAIRS must be completed by NHUHSD Tech Staff.
- ii. Your school's Media Specialist will coordinate with our Tech Staff should your Chromebook need repair.
- iii. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- iv. Replacement Chromebooks must remain at the school.
- v. Replacement Chromebooks will only be issued for use in school once all costs of replacement have been paid.

CHROMEBOOK AGREEMENT

Before receipt of the Chromebook, please complete and return the attached Chromebook Use and Expectations and User Agreement and return to your child's school. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Student Technology Acceptable Use Policy.
- The website and social media guidelines (below).
- The Northern Humboldt Union High School District owns the Chromebook, software, and issued peripherals.
- In no event shall NHUHSD be held liable to any claim of damage, negligence, or breach of duty.
- This handbook may be updated, changed and modified at the sole discretion of the NHUHSD Technology Department & Leadership. Advance notice will be provided if any changes are to occur.

NHUHSD Bring-Your-Own-Device (BYOD) Policy

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. NHUHSD is committed to allowing responsible use of personal devices at school so as to provide as many pathways to understanding as possible for our students. If a teacher is using technology in a classroom lesson or activity, all students will be provided access to necessary devices. If you decide to allow your student to bring a personal learning device on campus, it is permitted.

General Info

Access to the NHUHSD wireless network, whether with school-provided or personal devices, is filtered. However, access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices. Students bringing their personal devices will be expected to have Google Chrome installed and a profile linked to their District Google Account so that they can access software used in class.

Access to the NHUHSD wireless network is a privilege, not a right.

Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the school's network also allows administration to conduct investigations regarding inappropriate Internet use at any time.

Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose, and only purpose, of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students.
- The use of personal devices falls under the Northern Humboldt Union High School District's Acceptable Use Policy.
- Students will refrain from using personal devices at school outside of their classroom unless otherwise directed by their teacher.
- Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online)

Consequences for Misuse/Disruption (one or more may apply):

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Disciplinary Referral

School Liability Statement

Students bring their devices to use at NHUHSD at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. **Please note:** a personal device must have a keyboard, for example: a Chromebook, Macintosh or Windows Laptop. If your student does not have a device with a keyboard, please check out a Chromebook.

NHUHSD is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

Binding your School Profile to Chrome

Students will be required to use Google Chrome for School related work.

- Students must bind their school account to a Google profile.
- Students must maintain a separate profile for personal accounts. Students are not permitted to be signed into a personal account under a school profile.
- Details of how to do this can be found at <https://ftphost.nohum.org/cbs>