Student and Family Chromebook Handbook

Pierce Joint Unified School District

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Acknowledgements:

The following were used as guides in the development of this handbook:

- 1:1 Laptop Handbook for Parents and Students, Wayne County Public Schools, Goldsboro, NC
- Millennial Classroom Project Handbook, Reed Union School District, Del Mar Middle School, Tiburon, CA
- Summit Academy Schools, One to one Computing Laptop Program Handbook, Flat Rock, MI, February 2008
- Robert Louis Stevenson Middle School, One to One Computing Laptop Program Handbook, Los Angeles, C, Sept. 2010
- Winters Joint Unified School District

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Chromebook Take-Home Program

Introduction:
Pierce Joint Unified School District is pleased to be offering Chromebooks to be taken home by students in grades 1-12. This technology immersion program is designed to improve the academic performance and digital literacy of students and to strengthen parent involvement in education.

As part of the program, each participating student (and therefore his or her family) will receive a Chromebook to use at school and at home. A Chromebook provides exciting opportunities for students and their families, and it likewise entails responsibilities. This handbook explains what is expected from students and families regarding proper Chromebook use and care.

Parent/Guardian Technology Overview Workshops:
The district will offer parent trainings. This training will cover basic technology skills and ways families can use the Chromebook to learn together. During the Training sessions, participants will learn how to reach teachers and administrators to talk about their student's education. Additionally, participants will learn how to set up and use an email account, how to access a student's grades and standardized test scores, and how to get technical support for the Chromebook. Educational and online safety tools for further technology support and education will also be shared.

Parent/Guardian Expectations and Responsibilities:
Throughout the time their student participates in the Chromebook Take-Home Program, parents/guardians have a responsibility to supervise their student's use of the Chromebook and internet at home. Parents/guardians are also expected to use the Chromebook to monitor their student's academic performance and homework and to communicate with teachers and school staff. A Chromebook is a powerful tool for learning. Parents/guardians are encouraged to use the Chromebook to review what their student learns in the classroom, to introduce their student to fun, educational activities, and to support their student in exploring new ideas and concepts.

Using the Chromebook

Daily Expectations and Responsibilities:

- Students will use their Chromebook at school every day and will also have homework assignments that require the use of the Chromebook.
- Bring the Chromebook to school every morning and home every evening.
- Chromebooks should be carried in a backpack, book bag, or another bag that keeps the Chromebook out of plain sight and minimizes the risk of damage.
- Charge the Chromebook overnight and bring it to school fully charged. Students who do not have access to a reliable power source at home should discuss other options with their teacher.

Caring for the Chromebooks:

A Chromebook is a big responsibility, but it is not difficult to care for. Below are some additional tips for taking care of your Chromebook:

1. **Be sure to store your Chromebook in your bag or backpack.** You can trip or someone can knock into you causing you to drop and potentially break or damage your Chromebook. Remember where your Chromebook is at all times. Do not sit, throw, or step on your backpack with your Chromebook in it.

2. **Hold and lift the Chromebook by its base,** not by its LCD screen. The Chromebook lid (screen) should be closed before lifting and should be lifted using both hands. If you lift it by the screen part alone, you could damage the display or the hinges attaching it to the base. The screen is also easily scratched or damaged by direct pressure – avoid placing pressure on it.

3. **Keep all liquids and food items away from your Chromebook.** Liquids and food crumbs can damage delicate electronic circuits. As tempting as it might be to drink soda, take a bit out of your sandwich or eat or drink any other food or beverages near your Chromebook, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the Chromebook. Short circuits can corrupt data or even permanently destroy parts. Food crumbs can slip under your keys and cause your keys to stick and become unusable. The solution is very simple: Keep your food and drinks away from your Chromebook. Even if you're careful, someone else might bump into you or your desk.

4. **Protect the LCD display monitor,** as it is VERY fragile. The LCD screen should NEVER be touched, even with your fingers! Irreparable damage can be cause to the screen with the slightest of touches. Keep sharp objects from the screen. Never put pens or pencils in your Chromebook carrying case. The screen can crack or break easily even if it is protected in a backpack or carrying case, so be careful when handling them with a Chromebook inside. When you shut your Chromebook, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display screen when shut; the

screen will scratch if the item is rough. Close the lid gently and holding from the middle. Closing the lid using only one side causes pressure on that hinge, and over time can cause it to bend and snap.

5. **Don't pull on the power cord.** Tugging your power cord out from the power socket rather than putting your hand directly on the plug in the socket and pulling can break off the plug or damage the power socket. Also, if you have the power cord near your feet, avoid constantly bumping into the plug because you could loosen it and eventually break it.

6. **Plug in accessory devices into their proper slots.** Always look at the symbols and shape of the ports on the Chromebook carefully before inserting devices. Jamming a phone line into an Ethernet port or vice versa could damage the sockets, making it impossible to use them again. It is very important to observe this step.

7. **Try and keep the Chromebook on a flat surface.** This prevents damage to the Chromebook. This step can be hard, particularly if you are going out with your Chromebook, but if there is a flat surface available to put your Chromebook on then do so.

8. **Don't leave your Chromebook in a car.** Not only do the insides of cars experience large temperature swings that could damage a Chromebook, but a Chromebook is an inviting target for someone to break into your car and steal it. Your Chromebook should be kept in a safe location that is dry and cool.

9. **Keep your Chromebook clean.** This may seem like a simple topic, but Chromebooks require special cleaning even on the outside. Keeping your devise free of dust, dirt and liquids is the first step to Chromebook care. Always turn off your Chromebook before cleaning!

   a. LCD screen: the screen should **<u>never</u>** be cleaned with a glass cleaner, water, or any other liquid. To clean the screen, use ONLY a microfiber cloth or lint-free cloth to gently wipe away dust.
   b. Keyboard: Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.
   c. The Rest of the Chromebook: should be kept as dust-free as possible, spray a lint-free cloth lightly with glass cleaner, and then clean the outside of the Chromebook. Too much liquid can damage your Chromebook, even if it is turned off. Be sure to hold the cloth away from the Chromebook when spraying – never spray directly on the Chromebook.
   d. Nothing should be affixed (attached, glued, taped, stuck on) to the screen or the outside of the Chromebook. All stickers that come affixed on Chromebooks must remain on the Chromebooks.
   e. Always have clean hands before using your Chromebook. Clean hands make it easier to use your Chromebook touchpad and there will be less risk of leaving

dirt and other stains on the Chromebook. In addition, if you clean you hands before use, you will help reduce wear and tear on the coating of the Chromebook by contact with sweat and small particles. Dirty fingers can cause letters on keys to disappear and/or become "sticky keys"

f. When in doubt about how to clean you Chromebook, consult technical support.

10. **Pierce Joint Unified School District made Google Drive the Common Carrier for School Use.** This means that your student's work will be stored in the cloud. Nevertheless, it is prudent to make sure you are saving backups of all of your files. You can use free backup sites like Google Drive. Additionally, you can email files to yourself, or store files on an external flash drive. It is best to backup your files in at least 2 different ways in case something happens.

11. **Beware of Viruses.** Never open anything unless you know and trust the person who sent it. **Do not accept downloads from Internet sites that you don't know and trust.** Gaming sites generally offer free downloads that have corrupt files that can infest your Chromebook with malware and viruses. If you want to play a game online, that's fine, just don't download any games-bookmark the site instead so that you can go back to use it later. Also, never click on pop-ups, and avoid sites that have them!

12. **Protect your Identity.** Be careful when giving out your email address and personal information online. When signing up for something (free) online, many times the site will sell your email address and personal information to a third party vendor, who will use if to send unwelcomed email advertisements or worse. Read over the User Agreement and Privacy Policy before submitting a form online with any private information.

Terms of Use

Ownership and Management:
Chromebooks are the property of Pierce Joint Unified School District and are loaned out to students for the duration of their enrollment at Pierce Joint Unified School District. Chromebooks should only be used by students and their families. Chromebooks should not be lent to others.

Passwords/Security:
Students will have restricted access to administrative privileges on the Chromebooks. This means that software installations on the Chromebooks are also restricted. Additionally, students will have to enter a username and password to login to their devices.

Returning the Chromebook:
If a student leaves school prior to the end of the school year, he or she must return the Chromebook that has been loaned from the school. If, upon request, the Chromebook is not returned in a timely manner, the anti-theft device on the Chromebook will be activated, and the Chromebook will be reported as stolen.

Responsible Use/Internet Safety Policy:
Chromebooks are being provided to enable students to access educational resources and enrichment activities and to equip students with the skills they need to be successful in the 21st century.

Students are prohibited from accessing, sharing, or creating inappropriate or graphic content, including images or language depicting violence, nudity, pornography, obscenity or otherwise unsuitable subject matter. Pierce Joint Unified School District filters all internet access, no matter where it is accessed, to restrict access to inappropriate online content; however, no filtering program is entirely effective, and ultimate responsibility lies with the student. Students are further prohibited from using chat and instant messaging services (such as AOL Instant Messenger or MSN Messenger) and social networking sites (such as Facebook, Snapchat, or Instagram) during school hours, unless instructed by a teacher.

Finally, students must comply with the Acceptable Use Policy for Pierce Joint Unified School District as established by the Pierce Joint Unified School District Board of Trustees.

Privacy Policy:
Chromebooks and the school network are property of Pierce Joint Unified School District. Any information that is accessed or transmitted through the school network or on a Chromebook belonging to or managed by Pierce Joint Unified School District may be monitored, viewed, cataloged, or deleted by school and/or district staff. Pierce Joint Unified School District further reserves the right to investigate suspected inappropriate Chromebook conduct by students and their families and will fully cooperate with local,

state, and federal law enforcement officials in the event of unlawful misconduct or suspicious misconduct.

Insurance Options:
Pierce Joint Unified School District has no insurance on the Chromebook. Accidental damage or damage or loss resulting from student or parent negligence **is not** covered under warranty (water damage, broken parts, damaged screen, etc.). In the event that a Chromebook is damaged to the point that it becomes unusable, the student needs to return the device to the IT Building for a loaner while Chromebook is being repaired. The student's family will become responsible to repair or replace the computer at their own expense. **For this reason, families are receiving the option to purchase insurance coverage. Please see the district website to purchase insurance for your student's Chromebook.**

Anti-theft, Antivirus and Spyware Protection:
Anti-theft, antivirus and spyware protection software is downloaded on the Chromebook and will be updated automatically.

Plagiarism:
Plagiarism is the act of taking someone else's words or ideas and presenting them as one's own. A Chromebook makes it easy to copy and paste information from the internet into a student assignment. However, taking information directly from an existing source without citing the source is plagiarism, and it is illegal. If a student wishes to use information he or she found online (on a website or in a digital publication of any kind) in a school assignment, that information must be correctly quoted or paraphrased and cited. If a student is unsure about what constitutes plagiarism, he or she should talk with a teacher or another school staff person. Students found plagiarizing will lose credit for their assignment and may face additional disciplinary actions.

Disciplinary Actions:
Failure to follow the rules and guidelines will result in disciplinary action and/or criminal prosecution, if appropriate. This includes, but is not limited to, tampering with the Chromebook's administrative settings, neglecting or stealing a Chromebook, etc. Disciplinary actions are to be determined by administration or other school officials, and will depend on the violation and may include parent contact, loss of assignment credit, detention, in- or out-of-school suspension, and temporary or permanent loss of Chromebook privileges.

Loss or Theft:
Pierce Joint Unified School District does NOT have insurance coverage to replace Chromebooks in the event of loss or theft. Chromebooks that are lost or stolen will be replaced with a loaner Chromebook and parents/guardians will be responsible for the cost to replace the lost or stolen Chromebook. Replacement due to loss or theft will be determined by the school on a case-by-case basis. **Families are receiving the option to purchase insurance coverage. Please see the district website to purchase insurance for your student's Chromebook.**

Lost or stolen Chromebooks must be reported immediately to the school office. Following the report of theft of a Chromebook, the student will be asked to provide a statement describing the circumstance to administration and then a police officer will file a report. As soon as the police officer files a police report, the company that manages the anti-theft software will activate the tracking software to locate the Chromebook. If the Chromebook is recovered and returned to the school, it will be reassigned to the student.

Replacement/Repairs:
The school has Chromebooks to lend in case of loss, theft, accidental damage or malfunction. A loaner Chromebook will be available to students while their Chromebook is being fixed. As stated above, if a Chromebook charger is lost, the student is responsible for replacement.

Technical Support:
If you do not have internet connectivity at home, please contact the IT Department (530) 476-2099. If you are having trouble with the student Chromebook itself, please have your student turn the Chromebook into the school office for assistance.

The IT Department is located at 954 Wildwood Dr., Arbuckle CA. They are available 8:00 am – 4:00 pm, Monday through Friday.

Summer Use:
Students and their families are encouraged to continue using online resources throughout the summer on their school issued Chromebook.

STUDENT USE OF TECHNOLOGY
BP/AR/E 6163.4

(Adopted: April 17, 2003; Revised: January 17, 2008; Revised: October 15, 2015)

Board Policy-

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 6163.1) - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

(cf. 5125 - Student Records)

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts) (cf. 5144 - Discipline)
(cf. 5144.l - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs

(cf. 5131 - Conduct) (cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Administrative Regulation-
The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

On-Line/Internet Services: User Obligations and Responsibilities:
Students are authorized to use District equipment to access the Internet or other online services in accordance with Board policy, the use obligations and responsibilities specified below, and the District's Acceptable Use Agreement.

1. The student in whose name an online service account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.
2. Students shall use the Districts' system safely, responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disparaging of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

   Harmful Matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

   Personal Information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulation.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other use, including so-called "hacking".
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The District reserves the right to monitor the system for improper use.

The principal or designee may cancel a student's user privileges whenever the student is found to have violated Board policy, administrative regulation, or the District's Acceptable Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

Exhibit (1)

STUDENT ACCEPTABLE USE POLICY AND AGREEMENT

The Pierce Joint Unified School District is providing all schools with access to its Digital Telecommunications Network (Network) and through it to the vast resources available on the Internet. These resources will be used by students (you) primarily in conjunction with teacher directed classroom study. In addition, you may be able to explore and research many fields of study through directed or independent study.

This document includes guidelines that identify your responsibilities. If you violate these provisions, your access to the Network may be suspended or canceled and all future access may be denied to you. You may also be subject to other disciplinary action by the school and/or the District.

Acceptable Use:

The purpose of providing access to the Network and through it the Internet, is to support classroom instruction and educational research by students in the District. Your use of the Network and through it, the Internet, must be in support of the educational objectives of the District.

Transmission of or access to materials which violate federal or state laws are prohibited. This prohibition includes, but is not limited to, copyrighted materials, threatening or obscene materials, or material restricted through passwords or other user access codes. Use of commercial advertising and political lobbying is also prohibited.

You are prohibited from using obscenities, vulgarities, racist, sexist, or inflammatory speech when communicating with others using the Network and through it, the Internet.

You are prohibited from introducing a computer virus to the Network or any computers connected to the Network. If you import a file from another computer onto a District computer by any means, you are responsible to assure that you are not introducing a computer virus to the Network.

Any messages sent or actions taken by you on the Network must be done under your private user account secured by your private password. You are prohibited from using anothers' private account or from allowing another to use your private account. You are prohibited from sharing your private password with anyone else or from using another's private password to access their account.

Privileges:
The use of the Network and access to the Internet is a privilege, not a right. If you use the Network inappropriately, or if a District or school staff member suspects that you have done so, your access privileges may be suspended or revoked at any time. Reinstatement of your access privileges shall be at the discretion of district or school staff members. Your use of the district Network should not be regarded as private. District staff may be monitoring your communications on, and use of the Network, and may inspect files in your network file systems at any time.

Agreement:
I understand that when I am using the Pierce Joint Unified School District's Network, or through it, the Internet, I must adhere to generally accepted standards of courtesy and etiquette, obey any and all laws regarding access and use of the Network, and all rules detailed in the Student Acceptable Use Policy and Agreement (this document) and the District's Board Policy and Administrative Regulation (See Above).

I understand that if I break these rules, my privilege to access the Network, and through it the Internet, may be revoked and may not be reinstated. I also may be subject to other disciplinary action. I understand that my use of the Network is not private and may be subject to monitoring by District staff.

As parent/guardian of my child listed above, a student in the Pierce Joint Unified School District, I am aware of, understand and agree to the Student Acceptable Use Policy and Agreement (this document), the policies stated in it, the District's Board and Administrative Policy, and the Agreement I have signed here. I further agree to be responsible for supervising my student's use of the District Network when he/she is not at school.

Exhibit (2)

STUDENT ACCEPTABLE USE POLICY AND AGREEMENT

The Pierce Joint Unified School District (District) is providing all students with access to its Digital Telecommunications Network (Network) and through it to the vast resources available on the Internet. These resources will be used by students in conjunction with teacher directed classroom study. In addition, students will be able to independently explore and research many fields of study.

By signing this document, you agree to allow your child to access the District Network, and through it, the Internet, using the District's Network, computers and facilities.

The Internet is a global computer network which enables connected computers, such as many computers in the district, to share files, send and receive messages, and to publish information. As there are millions of computers connected to the Internet serving people in most countries of the world, tremendous information resources are available to students of the District via its Network connected computers. This is the reason why the District has enabled Internet access for all of its schools and students. The Internet is an extremely important communication and research facility for science, literature, history, mathematics, social studies and many more areas of study. Using and exploring the Internet is commonplace at most universities, and is beginning to be considered an important part of a student's college preparatory instruction.

However, just as there are many wonderful people in the world who share accurate and important information with others over the Internet, there are also people who use this global public computer network for inappropriate purposes. These purposes range from spreading false information and rumors, to criminal activities including, financial fraud and theft, and the entrapment, solicitation and exploitation of minors. Your student may be exposed to pornography, racism, sexism, abusive language, and possibly solicitation when he/she accesses the Internet.

The District intends to take various measures to protect the students from some of these elements on the Internet. You need to know that it is impossible for the District to protect your child from every kind of risk that exists on the Internet. Therefore, the District requires that you explicitly permit your child to take part in the District sponsored Internet access via the District Network prior to allowing your child to do so.

The District intends to implement the following security and protection precautions:

1. Block access to sex, hate and other inappropriate World Wide Web sites as they are identified;
2. Block "chat" group access to all outside sources (except those set up with other educational institutions);
3. Block sex, hate, and other Internet News Groups as they are identified;
4. Monitor unusual Network usage to screen and detect inappropriate use;
5. Train students to use the Internet properly and to avoid inappropriate materials;
6. Counsel students on Internet safety and precautions.

Exhibit (3)

INDEMNIFICATION/RELEASE AND ASSUMPTION OF THE RISK

In consideration of the Pierce Joint Unified School District permitting my child to access the District's Network and through it, the Internet, I agree to indemnity, define and hold harmless the Pierce Joint Unified School District and its officers, employees and representatives, from and against any and all claims for damage or injury caused by or related to my child's willful and/or intentional violations of the provisions of the Student Acceptable Use Policy and Agreement.

I hereby agree to **RELEASE** the Pierce Joint Unified School District, its officers, employees and representatives from any claims regarding injury to my child, including claims from **NEGLIGENCE,** however caused, arising from or in connection with my child's use of the District's Network, and through it the Internet.

Parental Permission
I grant permission for my student, who is enrolled in the Pierce Joint Unified School District, to use the District's Network, the services and applications software running on it, and to access the Internet through the Network.

I understand that my student may be exposed to some unacceptable materials or communications in the course of using the District Network and through it, the Internet. I accept the risk of this happening, and will take action on my own part to counsel my child with respect to these materials and risks.

I understand that when my student is using the District's Network, or though it, the Internet, my student must adhere to generally accepted standards of courtesy and etiquette, obey any and all laws regarding access and use of the Network, and through it the use of the Internet, may be revoked and may not be reinstated. I understand that my student's use of the Network is not private and may be subject to monitoring by District staff.

As the parent/guardian of my child, a student in the Pierce Joint Unified School District, I agree to allow my student to use the District Network and through it to access the Internet. I understand that my student may be exposed to materials of communications that I may find offensive, but agree that this is an acceptable risk given the positive educational benefits expected of the District Network and Internet access program.

Exhibit (4)
(Adopted: September 13, 2018)

BRING YOUR OWN DEVICE (BYOD) RESPONSIBLE USE AGREEMENT

Introduction and Purpose
The Pierce Joint Unified School District (PJUSD) recognizes that our information-based world is becoming increasingly complex and students who are skilled in creativity, critical thinking, communication, and collaboration are better prepared for college and careers. PJUSD currently provides its students with a variety of communications and information technologies that are appropriate and relevant to support instructional purposes. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, collaboration, and communication.

In an effort to bring more technology tools into our classroom and to leverage student-owned technology, PJUSD will allow personal technology devices to be brought onto campuses and onto our guest wireless network, subject to the rules, procedures, and limitations set forth below and in any laws, rules, policies, regulations, or agreements referenced or incorporated herein.

The purpose of this Bring Your Own Device (BYOD) Responsible Use Agreement (Agreement) is to allow for student possession and educational use of personal electronic devices while ensuring appropriate behavior and protecting the security and integrity of the District's data and technology infrastructure. Therefore, student access to the District's network via personally-owned devices is a privilege, and students must abide by this Agreement, the

Student Responsible Use of Technology Agreement, the Standards for Student Behavior, and all policies and regulations related to student conduct and use of technology.

The use of personal technology devices by students is optional. The use of personal technology devices will not be used as a factor in grading or assessing student work. However, if an assignment requires the use of a personal technology device, students who do not have access to the necessary personal technology device will be provided with the temporary use of comparable District-owned equipment. When this is not possible, students will be given similar or equivalent assignments that do not require access to personal technology devices.

Definition of Personal Technology Device

A Personal Technology Device (PTD) is any privately-owned technological device that includes, but is not limited to: laptops, netbooks, tablets, e-readers, iPads, iPods, cell phones, smart phones, personal digital assistants (PDAs), or any other current or emerging devices that can be used for word processing, Internet access, recording of images and/or sound, email, messaging, apps, etc.

Responsibility, Security and Damages

Responsibility to keep the PTD secure rests with the individual owner. PJUSD is not liable for any PTD that is lost, stolen, damaged, or infected by malware on campus, at school functions, or coming to and from school. If a PTD is lost, stolen, or damaged, the matter will be handled through the administrative office in the same manner as other personal belongings.

PJUSD is not liable for any charges or fees incurred by students from their cellular service provider if they fail to use the District's wireless network while working on school-related projects or activities under the direction of PJUSD staff.

Guidelines

It is a privilege, rather than a right, for a student to bring personal technology devices to school. When all relevant policies are followed, our learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur. By electronically signing the Online Re-Enrollment Page at the beginning of each school year (hard copies will be signed by parents/guardians not utilizing the Online Re-Registration Page), students and their parents/guardians acknowledge that they agree to the rules, criteria, and/or requirements contained therein when using a personal technology device at school. They further understand that if the law or District policy is violated, the device may be searched by authorized personnel and/or law enforcement and may result in the loss of BYOD privileges in PJUSD as well as any and all applicable disciplinary action.

1. Students bringing PTDs to school must follow: all applicable California laws, PJUSD Policies, including but not limited to Board Policy 5131 and Board Policy and Administrative Regulation 6163.4; PJUSD Standards for Student Behavior, the Student Responsible Use of Technology Agreement, and the criteria set forth in this Agreement. In addition, students will be expected to comply with all applicable teacher, class, and school rules, policies and procedures while using personal technology devices.

2. PTDs are only to be used for educational purposes.

3. Any PJUSD staff member has the right to prohibit use of devices at any time, inside and outside of the classroom. Students must comply with all staff requests regarding

technology, such as shutting down, closing screen, storing, etc.

4. Internet access is filtered by the District on personal technology devices in the same manner as District- owned equipment. If Internet access is needed, connection to the filtered, guest wireless network provided by the District is required and students must not bypass or attempt to bypass it. Devices may not be plugged into the wired network.

5. PJUSD shall not be liable for any loss or damages resulting from the loss of data as a result of delays, non-deliveries, or service interruptions sustained or incurred in connection with the use, operation, or inability to use the District's system.

6. If a student uses a personal data plan instead of the provided Internet connection, the District will not be responsible for data or messaging charges. In addition, the District shall not be responsible for any data or messaging charges incurred by students when completing school assignments on PTDs while off District property.
7. Each student is responsible for his/her own device including set-up, maintenance, charging, and security; District staff will not diagnose, repair, or work on a student's PTD.

8. Technology devices have educational and monetary value. Students are prohibited from trading, buying, or selling these items on District property.

9. Students will not monopolize or disrupt the resources of the PJUSD network including, but not limited to: online gaming or video not associated with directed instructional activities; using a computer to host games, videos, files, etc. accessed from the network; setting up hotspots; network use intended to deny service to a computer, service, or network; or attempts to gain unauthorized access to network service and management devices.

10. PTDs should be charged prior to school and run on battery power while at school. Students should not have the expectation that PJUSD will provide access to charging stations/facilities or storage of personal devices while on campus.

11. Site staff will determine and administer consequences for PTD misuse according to the Guidelines for Responsive Discipline for elementary and secondary schools.

12. Students shall not have access to District printers from their PTDs and shall not print anything from their PTD unless specifically authorized by their teacher as part of an instructional activity.

Additional Parameters for Bringing Personal Devices to School:

1. **No Expectation of Privacy**
    a. PJUSD may monitor and review files and communications, without notice to the student, to maintain system integrity and ensure that users are using the system responsibly. The District's system and network are not private means of communication or data gathering, students do not have an expectation of privacy in anything they create, store, delete, send or receive on the district systems and/or network.
    b. PJUSD may collect and examine any PTD on campus that it has reasonable suspicion to believe has been used to commit or facilitate conduct that violates the law, District policies, rules, regulations, or student conduct guidelines, including but not limited to, cyberbullying, hacking, or cracking.

c. PJUSD may collect and examine any PTD on campus that is has reasonable suspicion to believe is the source of a computer virus or other malware infection or of hacking attacks.

2. **Cyber Ethics**

a. Students shall not view, create, publish, submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. Students must report any instances of the above they encounter while using a PTD at school or on the school's network.

b. Students shall not harass or bully another person. Cyberbullying is prohibited by state law and District policy.

c. Students shall not use devices to record, transmit, or post photographic images, sound, or video of a person or persons on campus during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.

d. Students shall not use devices to engage in any illegal activity, including but not limited to: peer to peer file sharing, hacking, or cracking the District's or another network.

e. The District cannot guarantee that its filters will prevent the viewing of all objectionable materials. Students who inadvertently access such objectionable material must inform a responsible adult of the offending website so that the District may take measures to prevent future access to such sites.

Pierce Joint Unified School District
Chromebook Agreement

I, ______________________________, have read and understand the rules and guidelines in the Pierce Joint Unified School District Acceptable Use Policy and Student and Family Chromebook Handbook and understand the consequences for violations can include disciplinary and/or legal actions. I understand that I assume all financial responsibility for the Chromebook up to the replacement cost of the Chromebook and any preinstalled software and licensing.

I agree to supervise my student's safe use of the Chromebook and internet at home. Additionally, I agree to use the Chromebook at home to monitor my student's academic progress and communicate with my student's teachers and/or other school staff.

I further agree to not bring any claim, action, liability, or suit against or otherwise seek compensation or damages from Pierce Joint Unified School District, for any failure of internet security measures, malfunction of the Chromebook and/or software, and any harm, injury or cost resulting from improper use of the Chromebook.

Student Name: ____

Parent/Guardian Name: ____

Parent/Guardian Signature: ______________________________________

Date: _________________________