

# Future Ready 21 Chromebook Handbook



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## Handbook Overview

This handbook is intended to provide essential information about the use of student Chromebooks issued by Klein ISD. The Future Ready 21 program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook:

- Klein ISD issues Chromebooks to students for educational use only.
- Accidental Loss/Damage Protection is recommended and can be purchased for \$30 per year. Chromebook damage that is either intentional or the result of gross neglect is not covered by Accidental Loss/Damage Protection. See page 9 for details.
- An annual \$200 Chromebook Security Deposit is required for all students whose parent or guardian chooses not to purchase the Accidental Loss/Damage Protection. See page 7-8 for details.
- There are fees associated with damaging the Chromebook if the Accidental Loss/Damage Protection is not purchased or if damage is the result of an intentional act or gross neglect. See page 9 for details.
- Klein ISD Chromebooks not returned when students leave for the summer or withdraw from school may be considered stolen. Theft charges may be filed.
- Internet content is filtered on all Klein ISD computers. This includes use at school and off campus. See page 11 for details.
- If a Chromebook needs to be repaired or is lost, the student must report the need for repair or replacement to the campus repair center as soon as possible. The student's report must be filed and the required paperwork completed at the campus repair center within 5 school days from the time of breakage or loss. See page 9 for details.
- This handbook should be read carefully by students and parents/guardians. The agreement form included in this Future Ready 21 Chromebook Handbook is a copy of what you and your student must sign prior to the student receiving the Chromebook.

## Future Ready 21 Overview

Future Ready 21 (abbreviated FR21) is an initiative in Klein ISD where the 1:1 program is expanded to students in grades 3-8, with the goal of eventually providing every student in grades 3-8 with a Klein ISD device to take home with them during the school year for the purpose of 24-7 learning. In Klein this program is in place for the year 2016-2017 at Kleb, Schindewolf, Ulrich and Wunderlich Intermediates as well as in a pilot phase in 5<sup>th</sup> grade classrooms at Klenk and Mahaffey Elementary Schools. Students in grades K-2 will have a 2:1 access ratio of devices in the classroom. The initiative is an expansion of an already successful 1:1 initiative in the high schools and one intermediate school.

As part of the FR21 initiative, students will receive access to Google Apps for Education (GAFE) through individual, District-provided GAFE accounts. GAFE is a suite of production products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents safely in a cloud environment, which allows access to documents and files from any device that has access to the Internet. Use of GAFE may require the collection of students' personal information for the purpose of providing GAFE services to Klein ISD and its students. Google's information practices regarding GAFE may be found at: <https://www.google.com/edu/trust>

## Future Ready 21 Program Definitions

### Products We Use

- App:** Application, or App is a program that is installed on a Chromebook
- Chrome:** the browser students will use to explore the Internet
- DyKnow:** monitoring software that allows teachers to view and take control of student Chromebooks as well as interact with them via polls, etc.
- Extension:** a program that is installed on the Chrome browser on a Chromebook
- Google Apps for Education (GAFE):** the set of applications students will use on their Chromebook. Each student will receive a Klein ISD issued GAFE account.
- Google Classroom:** a specific GAFE app that will be used as the LMS system for FR21 campuses
- Google Drive:** cloud-based storage where students will save their files that is accessible from any device with internet access. It connects directly to the Google suite of products
- Learning Management System (LMS):** where students will input digital assignments and use collaborative learning tools in each course

**Respondus:** a “lockdown browser” that forces students to only have the assessment browser when taking an online test

**SchoolCash:** the website where parents can pay fees online including ALDP

**Skyward:** our Student Information System that will have many parent components including a gradebook, parent registration, and course schedules.

**TechFlex:** an initiative to make sure all core-content classrooms K-12 have technology geared for the needs of all learners including StarBoards, document cameras, projectors and interactive panels.

**Work Order System:** the online system where you can submit a work order for a damaged or malfunctioning Chromebook. The Work Order System is only available while you are on a Klein ISD campus.

### Hardware

**11e:** the Chromebook model number students have in the FR21 initiative

**Accidental Loss/Damage Protection (ALDP):** a plan purchased through Klein ISD by parents/guardians to protect their Chromebooks

**Case:** please keep your device in the Klein ISD issued case when moving about with your Chromebook. The Klein ISD issued case is designed specifically to protect the device.

**Hardwire:** when your Chromebook is physically connected to the Internet using an Ethernet cable (usually yellow, but can also be blue or grey)

**Identification Tag:** identifies to whom the Chromebook is issued and it must remain intact at all times

**Peripheral Items:** power adapter, case, internal batteries, and other KISD-issued components used with the Chromebook

**Power Adapter:** each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for replacing it.

**StarBoard:** a large interactive board that is connected to the teacher’s computer. It allows for interaction between a pen and the board as well as through applications on the teacher’s device.

**Touch Screen:** allows you to use your finger and gestures to control your Chromebook

**Wireless:** wireless access is available outside all Klein ISD buildings if you do not have wireless access at home; you can also connect to most public Wi-Fi networks

### People

**Campus Repair Center:** a centrally located room where students can bring a device after completing a Work Order Request to get service and help with their Chromebook

**Instructional Specialists – Technology:** the instructional specialist – technology will work with teachers and students supporting the best practices for teaching with technology

**Secretary:** the campus repair center secretary will be able to assist you with payment questions and any paperwork required

**Technician:** a lead technician is stationed at each campus repair center and is available to assist students and teachers with technology requests and repairs

### Terms of Use

**Acceptable Use:** All students must comply at all times with the Klein ISD Student Guidelines for Acceptable Use of Technology in pages 15-18 of this FR21 Handbook and in the KISD Student Handbook along with the guidelines outlined in this FR21 Handbook. Failure to comply may result in disciplinary action and suspension or termination of access to the Chromebook and other District technology resources effective immediately.

**Liability:** If the Chromebook is accidentally damaged, lost, or stolen, the parent/guardian may be responsible for the reasonable cost of repair or the replacement value on the date of loss **if the optional Accidental Loss/Damage Protection is not purchased** and in other instances outlined in this handbook. In the case of theft, the parent/guardian or the student must immediately notify the repair center. If the Chromebook is lost or damaged due to gross negligence, the parent/guardian will be responsible for the reasonable cost of repair or replacement. Chromebooks not returned, for any reason, at the end of the school year or when a student withdraws may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

**Repossession:** If the student and/or parent/guardian does not timely and fully comply with all terms of this agreement, Klein ISD reserves the right to come to you to pick up Klein ISD property at any time.

**Scheduled Evaluations:** Each Chromebook may be evaluated each six weeks and randomly checked to verify condition and compliance with district policy.

## Use of Chromebooks in Klein ISD

- Only a Klein ISD Chromebook will be permitted for use at school or on the district network. Students may not bring in or set up their own network. District rules also prohibit connecting to the Klein network with your personal device(s) (i.e. smart phone, iPad, Kindle, etc.)
- Students may have no expectation of privacy on any information stored on, accessed from, or used with the Chromebook. The Chromebook belongs to Klein ISD, and appropriate district and school officials may monitor a Chromebook or access its contents at any time, for any reason, without notice.
- Each Chromebook is identified by a specific number and assigned to an individual student. To ensure that a student always has his assigned Chromebook, students should not remove the identification tag on the Chromebook and should not switch it from case to case.
- All students will be issued a Klein ISD case with an identification tag. The identification tag must remain on the case at all times. If the identification tag is lost, the student must immediately notify the campus repair center.
- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the commons, the cafeteria, locker rooms, the library, unlocked classrooms, hallways and any place outside of school that is not the student's home. Any computer left in these areas will be collected by staff and taken to the campus repair center. Disciplinary action may be taken for leaving a Chromebook in unsupervised areas.
- Only the campus repair center shall provide service to a Klein ISD Chromebook. No outside computer services shall be used for any type of repairs or maintenance.
- District installed settings shall not be deleted or altered including resetting the Chromebook to factory default or placing the Chromebook in developer mode. Adjusting the settings on any Chromebook, yours or someone else's, may result in disciplinary action.

## Student Responsibilities

As the primary users, students have specific responsibilities when using their Klein-issued Chromebooks:

1. At all times, students are responsible for their assigned Chromebook, whether at home or at school.
2. Students are responsible for bringing their Chromebook fully charged to school every day. Chromebooks should not be charged while they are inside of their case.
3. Students are responsible for only using their Klein ISD-issued GAFE account. Students may not share their password with others.
4. Students must place their Chromebook in its case when travelling between classes or to and from school. Place the case inside your backpack for travel to and from school.
5. Students should not loan out their Chromebook or peripheral items to another student for any reason.
6. When a Chromebook is damaged or lost, the student must immediately report it to the campus repair center and submit the required paperwork no later than five school days of the discovery of the incident.
7. Don't hack or reset your Chromebook.
8. Don't download unauthorized extensions or other unauthorized software or play games.
9. Use the camera responsibly and with good judgement, as required under District policies and the Student Handbook.
10. Log out of your GAFE account after accessing it from another device.
11. Use your cloud storage (Google Drive) responsibly.
12. If you must leave your Chromebook unattended, make sure it is in a secured location (i.e. locked classroom or locker).
13. Do not place decorations (stickers, markings, writing, etc.) on the Chromebook or case.
14. Do not use any inappropriate images or media as your screensaver or background.
15. Do not log into your personal Google account on the Chromebook or use someone else's login on the Chromebook or any other device.
16. Do not add a credit card or set up Google Wallet to make any purchase, such as music or unapproved apps/extensions.
17. All use of the Internet must comply with district guidelines and applicable law. Log files are maintained on each Chromebook with a detailed history of all internet sites accessed. All student files are subject to review by the District. Disciplinary action may be taken for violations of district guidelines and the District may report violations of law to law enforcement authorities.

## Parent Responsibilities

1. Parents/guardians are responsible for monitoring their student's use of the Chromebook while at home and away from campus at all times.
2. Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology on pages 15-18 of this FR21 Handbook and in the KISD Student Handbook.
3. Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.
4. Parents/guardians should regularly inspect their student's device and encourage them to report items that need to be fixed.
5. Parents/guardians should ensure that their student returns all items at the end of the school year or when their student leaves a Klein ISD FR21 campus.
6. Parents/guardians should ensure that their student logs out of their Klein ISD GAFE account if they are accessing it on any non-KISD device so others who use the device are not monitored. If a student logs into their Klein ISD GAFE account on any device, activity through the Klein ISD GAFE account using the device will be monitored and filtered.

## Repair Costs

All Chromebooks are issued in good working order. Students are expected to keep the Chromebook in good condition. Failure to do so could result in out-of-pocket costs summarized in the tables below. All monies owed must be paid in full before a Chromebook will be issued. Report card holds will apply to all Chromebook monies owed.

### Accidental Loss/Damage Protection (ALDP):

This coverage may be purchased through the school for \$30.00 (*non-refundable*) per year by the parent/guardian. This coverage is payable in one lump sum prior to the distribution of the Chromebook, or in special cases, paid in installments as determined by the campus principal. The coverage includes up to three incidents of accidental loss and/or damage per year. Chromebook damage that is either intentional or the result of gross neglect, and loss/damage that occurs after 3 incidents of accidental loss/damage per year, is not covered by Accidental Loss/Damage Protection.

### Chromebook Security Deposit:

*(Required for all, unless the Accidental Loss/Damage Protection is purchased.)*

An annual \$200 Chromebook Security Deposit is required for all students whose parent or guardian chooses not to purchase the Accidental Loss/Damage Protection. The \$200 Chromebook Security Deposit is *fully refundable* at the end of the school year (or when a student withdraws from

school) *after the Chromebook and all peripheral items are returned to Klein ISD in acceptable working order*. It may take up to 15 district business days for the refund to be processed. If the Chromebook and all peripheral items are not returned to Klein ISD in acceptable working order, the \$200 Chromebook Security Deposit will be applied to all outstanding charges for repair or replacement of the Chromebook and any Peripheral Items. In the event charges exceed \$200, the parent/guardian will be responsible for the entire repair or replacement charge. The full amount of the \$200 Chromebook Security Deposit is due before students are issued their Chromebooks. No installment payments will be accepted for the \$200 deposit.

**The required \$200 Chromebook Security Deposit is waived if a parent/guardian opts to purchase the \$30.00 non-refundable Accidental Loss/Damage Protection.**

The table below represents charges for each occurrence of loss or damage. They are not all inclusive and are subject to change.

### Approximate Fees for Loss or Damage

Item	Cost with \$200 Deposit	Cost with ALDP
Display (Monitor)	\$221.00	\$0.00
Keyboard	\$60.00	\$0.00
Entire Chromebook	\$429.75	\$0.00

### Items NOT Covered by ALDP

The following peripheral items are considered incidental, and are not covered by the Accidental Loss/Damage Protection. If lost, broken, damaged or stolen, the parent/guardian will assume full responsibility for repair or replacement cost.

Item	Cost
Power Adapter	\$32.50
Battery (Internal)	\$115.82
Case	\$32.50

## Reporting Damages/Theft

### Damages

Students will have 5 school days after an incident, or discovery of an incident, to report any damages or theft to the campus repair center through the Work Order System. Students will be required to answer a series of questions to help gather more information about what is wrong with their Chromebook. After the student has turned in their Work Order Request, please bring the Chromebook to the campus repair center.

### Theft

If a student thinks that their Chromebook is lost and/or stolen, they need to go to the campus repair center and fill out a "Missing Chromebook Report".

If a student knows that their Chromebook has been stolen or damaged and already has a police case number, they need to go to the campus repair center and fill out a "Missing Chromebook Report".

In either case, the District will issue a replacement Chromebook to the student, if available, as soon as possible.

## Care of the Chromebook

Students are responsible for the general care of their Chromebook. Chromebooks that are broken or fail to work properly must be taken to the campus repair center within 5 school days. Please follow these precautions:

- Do not place food and/or liquids near the Chromebook
- Do not stack any objects on top of the Chromebook
- Never attempt to repair or reconfigure the Chromebook or any peripherals
- Do not write, draw, stick, or adhere anything to the Chromebook
- Do not decorate the Chromebook using markers, personalized stickers, etc.
- Keep the Chromebook away from electromagnetic fields that can erase or corrupt your data, such as stereo speakers
- Do not expose the Chromebook to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time
- Do not leave the Chromebook in any vehicle
- Do not obstruct the Chromebook's vents, and do not place the Chromebook on surfaces such as paper or carpet while it is turned on or charging
- Chromebooks are not to be used on Klein ISD buses
- When walking from class to class, the Chromebook must be properly closed and stored in the provided case.
- Do not charge the Chromebook while it is in the provided case

- Do not leave a power cord plugged in to the Chromebook while in a backpack. This may cause damage to the Chromebook and poses a safety hazard.

## Specifics on the Chromebook

The following sections cover specific information on the Chromebook and Klein ISD policies and procedures.

### A. Screen Care

The Chromebook screen is particularly sensitive to pressure. In order to convert the Chromebook into a writing tablet, the screen must be flipped. Extreme care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the Chromebook or lean on it when it is closed
- Do not place anything in the case that may press against the cover of the Chromebook including paperwork
- Do not poke the screen with anything. Your finger is the only means that should be used to interact with the Chromebook
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper clips, stapled papers, etc.)
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the campus repair center

### B. Camera

The Chromebook comes with a built-in camera. When the camera is in use, a green indicator light will illuminate. The Chromebook camera should only be used for educational endeavors as instructed by a teacher. The Chromebook camera should not be used to take photos, post them online, or manipulate them for non-educational purposes or to embarrass others.

### C. Ethics/Legal

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.

- Plagiarism (representing someone else's works or ideas as your own) whether from a book, another student's paper, the Internet, or other source is dishonest. Students should not copy or reproduce protected material unless expressly permitted. If use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- Use or possession of hacking software is strictly prohibited.

- Transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material and computer viruses.
- Violation of applicable state or federal law may result in disciplinary action by the District and Klein ISD may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

#### **D. Security**

Various security measures are used on Klein ISD Chromebooks. Security measures are not only used to protect Klein ISD assets, but measures are also taken to protect Klein ISD students.

Security is in place on each system to prevent certain activities and certain types of downloads (including extensions and apps). There are also built in layers of protection against malware and security attacks on the Chromebook.

#### **E. Filtering**

Internet filtering software automatically filters all access to the Internet through District technology resources. While at home, Internet content will continue to be filtered while students are using their Klein ISD GAFE account on the Chromebooks or any other device to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the internet when the student is at home.

Students who login to their Klein ISD GAFE account on a non-Klein ISD device will continue to be filtered as long as they are logged in. Students must log out of their Klein ISD GAFE account before others use the non-Klein ISD device to ensure that their internet use will not continue to be filtered and monitored.

#### **F. Online Resources**

Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers.

These tools may include Google Apps for Education (GAFE), Google Classroom, Parent Connection and others.

Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.

When using online resources, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require publicly identifiable student information to be made available on the Internet. Use of these tools must be in accordance with Klein ISD's Policies and Procedures including but not limited to the Acceptable Use Procedures.

#### **G. Internet Access at Home**

Klein ISD is not responsible for providing Internet access outside of designated Klein ISD facilities. In order to access the Internet from home, you must have an Internet service provider. Student can access their home Internet in two ways:

1. Using an Ethernet cable, the Chromebook can be "hardwired" to a switch, hub, or router.
2. If you have an existing wireless access point, the Chromebook can join your home wireless network.

#### **H. Returning Items**

All peripheral items, such as the power adapter, case, and battery, are required to be returned with the Chromebook at the end of the school year or when a student withdraws from a FR21 Klein ISD campus. Failure to return the Chromebook or any peripheral item may result in a hold being placed on a student's records. If a student has a hold placed on them due to not returning the Chromebook or a peripheral item, they may return the Chromebook or peripheral item or pay the replacement cost to clear the hold. However, once Klein ISD has handed out Chromebooks to students the following school year, students can no longer return the item to clear the hold. At this point, the student must pay the replacement cost to clear their hold.

#### **I. Repair Downtime**

Klein ISD is committed to student use of technology to aid academic success. When a student's Chromebook is being repaired, there are several options available for continued use of technology:

##### **Network Cloud Storage (Klein ISD Google Drives):**

All students have a Google Drive in which to store digital files. Students should save important work in their Google Drive so that they can access their work from any computer connected to the Internet.

##### **Classroom Computers**

Each classroom has desktop computers that are available for student use

##### **Loaner/Chromebook Replacement**



If a student's Chromebook is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Chromebook will be issued. The policies outlined in this handbook also apply to replacement Chromebooks. A replacement Chromebook may not be provided if the damage is determined to be intentional or the result of gross neglect.

#### J. Google Apps for Education (GAFE)

As part of the FR21 initiative, students will receive access to Google Apps for Education (GAFE) through individual, District-provided GAFE accounts. GAFE is a suite of production products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents safely in a cloud environment, which allows access to documents and files from any device that has access to the Internet. Use of GAFE may require the collection of students' personal information for the purpose of providing GAFE services to Klein ISD and its students. Google's information practices regarding GAFE may be found at:

<https://www.google.com/edu/trust>

## Klein ISD Chromebook Parent/Student Agreement Form 2016-2017



### Klein ISD FR21 Chromebook Parent/Student Agreement Form 2016-2017

I am aware of the terms set forth in the Klein ISD Student FR21 Chromebook Handbook. I understand and will comply with all of the conditions outlined within. Parent/Guardian read and initial the following:

\_\_\_\_\_ I understand that my student must return any needed repairs and/or damage to the Chromebook or any peripheral items within 5 school days from time of occurrence, otherwise I may be liable for any cost incurred by the district to repair or replace the Chromebook or peripheral items.

\_\_\_\_\_ I have received and understand that I am bound by the terms and conditions stated in the 2016-2017 Klein ISD Student Tablet Handbook.

\_\_\_\_\_ I understand that if I fail to return the Chromebook or any peripheral items at the end of the school year or upon withdrawal from a Klein ISD campus, I may be subject to criminal prosecution and district records may be withheld.

Please initial one (1) of the following options:

\_\_\_\_\_ I am purchasing the Accidental Loss/Damage Protection (ALDP) for \$30.00 (covers up to three incidents of Accidental Loss and/or Damage per year; does not cover charger, internal battery, screen, cable, damage due to gross neglect or intentional damage).

\_\_\_\_\_ I choose not to purchase the Accidental Loss/Damage Protection and will assume full responsibility for the costs associated with repair and/or replacement of the Chromebook and any component or peripheral item. Because I have chosen not to purchase the Accidental Loss/Damage Protection, I will remit a \$200.00 Security Deposit to Klein ISD. The \$200.00 Chromebook Security Deposit is fully refundable at the end of the school year (or when a student withdraws from school) after the Chromebook and all peripheral items are returned to Klein ISD in acceptable working order (please note that it may take up to 15 business days after receipt of the Chromebook and all peripheral items for Klein ISD to issue a refund). If the Chromebook and all peripheral items are not returned to Klein ISD in acceptable working order, the \$200.00 Chromebook Security Deposit will be applied to all outstanding charges for repair or replacement of the Chromebook and any peripheral items. In the event charges exceed \$200.00, I will be responsible for the entire repair or replacement charge.

\_\_\_\_\_ Date \_\_\_\_\_ Student ID # \_\_\_\_\_

\_\_\_\_\_ Student Name (please print) \_\_\_\_\_ Student Signature \_\_\_\_\_

\_\_\_\_\_ Parent/Guardian Name (please print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_



## Appendix

The Klein ISD Student Guidelines for Acceptable Use of Technology Resources can be found in the Klein ISD Student Handbook and on the district website at: <http://www.kleinisd.net/default.aspx?name=it.aup> It is included as Pages 15-18 of the Future Ready 21 Chromebook Handbook for convenient reference.

### Klein Independent School District

#### Student Guidelines for Acceptable and Responsible Use of Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, and communication technologies on the Klein Independent School District network. In general, this requires efficient, ethical, and legal utilization of all technology resources.

##### 1. Expectations

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is an integral part of the instructional program directed by teachers. Technology tools are to be used for learning.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District's web site.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

##### 2. Unacceptable conduct includes but is not limited to the following:

- a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political activities.
- c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- f. Unauthorized or non-curricular use of online video, music or streaming

content.

- g. Gaining unauthorized access anywhere on the network.
- h. Invading the privacy of other individuals.
- i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
- k. Posting anonymous, unlawful, or inappropriate messages or information on district- owned and/or district-supported technology resources.
- l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
- m. Falsifying permission and/or authorization of identification documents.
- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computerviruses.

##### 3. Acceptable and Responsible Use Guidelines

###### a. General Guidelines

- (1) Students are responsible for the ethical and educational use of technology in the District and when a district-owned device is used out of district.
- (2) Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- (3) All technology policies and restrictions must be followed.
- (4) Access to the District's computer online services is an educational expectation and student responsibility. Each student will be required to sign and adhere to the Acceptable and Responsible Use Guidelines Agreement.
- (5) When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- (6) Parents concerned with the District's computer online services at their child's school should refer to the EFA (LOCAL): Instructional Resources: Instructional Material Selection and Adoption policy and follow the stated procedure.
- (7) Any parent wishing to restrict their children's access to any District computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

###### b. Network Etiquette

- (1) Be polite.
- (2) Use appropriate language.
- (3) Do not reveal personal data (i.e. home address, phone number, or phone

numbers of other people) or arrange any face-to-face meetings with persons online. Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.

(4) Users should be discrete when forwarding email and it should only be done on a need to know basis.

#### c. Email and Online Communication Tools

(1) Students are provided access to email accounts and online communication tools for required classwork, peer collaboration, and educational uses tied to learning standards.

(2) Email transmissions and all other online communications, as well as stored or transmitted data, or any other use of district-owned technology resources by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.

(3) All contents of email and online communications accessed through Klein ISD technology resources are the property of the District. Students may have no expectation of privacy on any information stored on Klein ISD's network, accessed from Klein ISD's network, or used within Klein ISD's network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this policy and applicable law.

#### 4. Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here, in the Student Handbook / Student Code of Conduct, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook / Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the District.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of email and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.

Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

#### 5. Web 2.0 and Social Media Tools

##### a. Approved for Classroom Use

(1) Klein ISD students, under the supervision and guidance of their teachers, will use Web 2.0 and social media tools commonly used in K-12 education today as part of instruction in their classrooms.

(2) Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). Tools such as these are hosted on the Internet making some of the students' work and/or other information relating to students visible to parents/guardians/relatives, and in some circumstances, other Internet users around the world.

##### b. Safety

(1) When using Web 2.0 and social media tools, the following safeguards are in place to protect and assure the safety of students. Please be aware that in some instances:

- Individual or identifiable profiles (which include personally identifiable information of students such as first and last name, campus, home address, email address, etc.) may be used that are open to the public.
- Public viewing and commenting might occur on district-approved sites.
- Classroom lessons or projects may require publicly identifiable student information (first and last name, campus, home address, email address, etc.) to be made available on the Internet.

(2) Use of these tools must be in accordance with the Klein ISD's Policies and Procedures including but not limited to these Acceptable and Responsible Use Procedures.