

District Technology Handbook for Parents and Students



Galt Joint Union Elementary School District (GJUESD) believes that every child must have the opportunity to learn anytime, anywhere to be college, career, and life ready.

GJUESD students and families must understand that:

1. All users of GJUESD's network and equipment must comply at all times with the district's use policies outlined in this handbook and the Internet Responsibility Contract, which is available on the district website, www.galt.k12.ca.us (BP 6163.4).
2. Devices are available for student use and remain the property of GJUESD.
3. All users are accountable to all school, district, local, state and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by GJUESD staff.
6. All rules and guidelines are in effect before, during and after school hours, for all GJUESD devices whether on or off the school campus.
7. All files stored on the GJUESD equipment or on the network are property of the district and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cords/chargers, and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their principal or teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned Google accounts. Students may not share their password with other students.
15. Students are encouraged not to loan equipment to other students. Students who do so are responsible for any loss.
16. Students are expected to return their Chromebook upon promotion or leaving the district or sanctions will apply. Sanctions are listed under **Estimated Costs & Sanctions**.
17. Any failure to comply may result in disciplinary action. GJUESD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
18. GJUESD reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

GJUESD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian and the student. These are outlined below.

- All Parents/Guardians and Students are required to sign the Chromebook User Agreement.
- Student devices will not be assigned for take home use until all device debts are paid.
- Devices will be inventoried at the end of each school year.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action. Students receive device-related training at school during the first weeks of school and learn to be responsible digital citizens.

- **All use of technology must:**
 - Support learning
 - Follow local, state, and federal laws
 - Be school appropriate
- **Security reminders**
 - Do not share logins or passwords
 - *Exception: students should share passwords with parents or guardians*
 - Follow Digital Citizenship guidelines as learned using [Common Sense Media](#).
- **Students are prohibited from:**
 - Defacing GJUESD issued equipment in any way. This includes but not limited to marking, painting, drawing or marring any surface of the devices or any stitching on cases.
 - If such action occurs, the student will be billed the cost of repair or replacement.

Caring for the Device

- The device is district property and all users will follow procedures in this handbook and the Internet Responsibility Contract.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for keeping the device's battery charged for school each day. Teachers will expect students to be fully ready to complete any online assignment in class. Coming to class without a fully charged Chromebook is the same as not having your textbook, pencil or paper. You will miss out on learning.
- Damaged devices or devices failing to operate properly must be reported to their teacher.
- Only use a clean, soft cloth to clean the screen – no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, left in unsupervised area or in extreme temperatures.

- Only labels or stickers provided by GJUESD may be put on the device, district-issued protective case or power cord/charger. These items must be removed by the student when returning the device.

Carrying device

- Devices must be carried in the Chromebook case when moving outside of the classroom. The Chromebook case can be placed in a backpack for extra support.
- Never carry the Chromebook with the screen open.

Screen care

- Screen damage will occur when pressure is applied to the screen. User must avoid leaning on the top of the device when closed and placing objects in a book bag that would apply pressure to the screen.
- Do not store your pencil, pen or any object in the keyboard area. If you close the Chromebook with an object on the keyboard, you will likely crack your screen.
- The screen must be cleaned with a dry soft cloth or anti-static cloth.
- The device must not be bumped against lockers, walls, floors, etc. as it will break the screen.
- Open the screen from the middle, not the sides, to prevent screen breakage.

Care of device at home

- The power cord/charger remains at home.
- Charge the device fully each night.
- Use the device in a common room of the home where adults can monitor use.
- Store the device on a desk or table – never on the floor!
- Protect the device from: Extreme heat or cold. Food or drinks. Small children. Pets.
- Do not leave the device in an unattended vehicle for any reason.

Webcams

Devices equipped with a webcam offer students with extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

- **Examples of use**
 - Webcams are to be used for educational purposes only, under the direction of a teacher.
Examples include:
 - Recording videos or taking pictures to include a project
 - Recording a student giving a speech and playing it back for rehearsal and improvement.
- **At home** – Use of webcams is allowed at home with permission from parents/guardians.

Listening to music

- **At school** – Listening to music on your device is not allowed during school hours without permission from the teacher.
- **At home** – Listening to music on your device is allowed at home with permission from parents/guardians.

Watching movies

- **At school** – Watching movies on your device is not allowed during school hours without permission from the teacher.
- **At home** – Watching movies on your device is allowed at home with permission from parents/guardians.

Gaming

- **At school** – Online gaming is not allowed during school hours unless a teacher has given you permission. Any games must be in support of education.
- **At home** – Online gaming is allowed at home if all of the following conditions are met:
 - The content of the game is school appropriate.
 - You have permission from your parent/guardian.
 - No download of any kind is needed.

Background and screensavers

Any images set as a device background must be school appropriate and must comply with School Board Policy. Inappropriate media may not be used as a device background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs or gang-related symbols will result in disciplinary action and/or loss of device privileges.

Copyright and Plagiarism

Students are expected to follow all copyright laws as outlined in Fair Use Doctrine of the United States Copyright Law (Title 17, USC). The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of works, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Technology Discipline

Most tech-related behavior violations are equivalent to "traditional" classroom violations.

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

In cases where unacceptable use or negligence is suspected, contact your teacher or administrator(s) first.

Repairing/Replacing Your Chromebook

All Chromebooks in need of repair should be brought to the Bright Future Learning Center (BFLC) as soon as possible.

- The district will make its best attempt to purchase replacement parts at the best possible price.
- All repair work must be reported to the Tech Support Area.
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Estimated Costs & Sanctions

Students and parents are responsible for damages and will be charged the estimated costs of Chromebook parts and total replacement.

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook: \$300
- Replacing screen: \$25
- Replacing keyboard/touchpad: \$20
- Replacing battery: \$20
- Replacing power supply/cord: \$25

Accountability

Legal title

Legal title to the device is with the district and shall at all times remain with the district. The student is responsible at all times for the device's appropriate care and use.

Legal property

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.

Liability

GJUESD reserves the right at any time to demand return of the device. Students remain responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement to computing devices damaged through student misuse, neglect, intentional damage or loss.

No expectation of privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.

School Board Policy

- Administrative Regulation 6163.4 Instruction: Student Use of Technology
- Board Policy 6163.4 Instruction: Parent/Guardian/Student Use of Technology

Digital Citizenship: Good to know

What is Digital Citizenship?

- Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.
- The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.
- The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting

District Responsibilities

- The school will provide Internet and a device to access the Internet at school. Students can take their device home if they are returning to school with the device charged daily.
- Filtering/blocking of inappropriate Internet materials is done at the district level, and the district provides network storage areas for all students. Student Chromebooks are filtered when using district student accounts.
 - Web filtering is useful, *but can never be 100% effective*. Students intent on defeating the filter will likely be successful. Please work with your child to emphasize the importance of Digital Citizenship.
- GJUESD reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via GJUESD-owned equipment and resources.

Student Responsibilities

Students will abide by the district's Responsible Use Procedures and:

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return the device and accessories to the school when requested.
- When students withdraw from school, they must return their device to the issuing school on the date of departure.

Parent/Guardian Responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- Parents are encouraged to monitor student activity at home, especially their Internet use.

Appropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Glorification of violence

Monitor Student Use

The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often

Health Tips for Parents

The average child in the US now spends an average of seven hours a day using computers, cell phones, televisions and other electronic devices. As screen and electronics increases, time spent on exercise and family activities typically decreases. An increase in screen time has been shown to be linked to an increase in obesity rates.

So here's what you can do to help keep your child safe and healthy as he or she ventures into this new world of electronic education. The American Academy of Pediatrics has the following recommendations:

- Place consistent limits on the time spent using media, and the types of media, and make sure the media does not take the place of adequate sleep, physical activity and other behaviors essential to health.
- Designate media-free times together, such as dinner or driving, as well as media-free locations at home, such as bedrooms.
- Have ongoing communication about online citizenship and safety, including treating others with respect online and offline. [American Academy of Pediatrics article](#)

Additional Resources: [Family Media Use Plan](#) and [Common Sense Media](#)

Cyber-Safety Tips

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits.** Keep young children away from any unaccompanied chatting.
- **Understand the technology.** Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, they might be less risk of misuse with friends.
- **Model good video chat behavior.** Show children how to be polite and respectful, and let them know that's the behavior you expect when they're video chatting with their friends.
- **Use privacy settings.** Just like other communication tools like Facebook, most video chat programs come with privacy settings.
- **No inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

Email, IM and Chat Rooms – Help children stay safer online

- Know who your child is communicating with online.
- Open a family email account to share with younger children.
- Teach your child never to open emails from unknown senders and to use settings on IM programs to block messages from people they do not know.
- Be aware of other ways your child may be going online – with cell phones, devices or from friends' homes or the library.
- Tell your child not to share passwords with anyone but you to help avoid identity theft and cyber bullying.
- Familiarize yourself with popular acronyms at sites like www.netlingo.com and www.noslang.com

Help protect children against inappropriate content

- Use the NetSmartz [Internet Safety Pledges](#) to set clear guidelines for going online.
- Report the sexual exploitation or online enticement of a child to www.cybertipline.com

Teach Your Children the Following Rules:

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyber bullying refers to the practice of using technology to harass, or bully someone else).

Children's Internet Protection Act (CIPA)

The [Children's Internet Protection Act \(CIPA\)](#) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

GJUESD follows the Protecting Children in the 21st Century Act by:

- Blocking or filtering Internet access to materials that are harmful to minors
- Providing instruction in Internet Safety
- Actively teaching students to be safe, responsible, and ethical digital citizens.

Contact your Teacher if you have questions about any of the following...

- Troubleshooting
 - Always try restarting the device as the first step of troubleshooting.
 - At school – if restarting the device does not solve the problem, contact your Teacher or Bright Future Learning Center (BFLC) Technician.
 - At home – if restarting the device does not solve the problem and it is an Internet connectivity problem, contact your Internet service provider. For other problems, contact your BFLC Technician when you return to school.

- How the device is used in instruction
- Question about the device
- Cyberbullying
- Inappropriate content
- Proper use of the device

This Handbook was adapted from Lake Stevens SD handbook that is licensed under a [Creative Commons Attribution 4.0 International License](#).

**Galt Joint Union Elementary School District
Chromebook User Agreement
2023-24 School Year**

My child and I agree to read and discuss the terms of the Galt Joint Union Elementary School District's Technology Handbook for Parents and Students which is located on District website. A hard copy of the Technology Handbook can be picked up in the school office.

We understand that there is **not** an option for Chromebook insurance through the school district but we could seek a third party insurance company on our own if we desire insurance.

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook: \$300
- Replacing screen: \$25
- Replacing keyboard/touchpad: \$20
- Replacing battery: \$20
- Replacing power supply/cord: \$25
- Replacing Chromebook Bag: \$15

We understand that we are responsible for damages and will be charged appropriately for the estimated costs of Chromebook parts or replacement.

Families can opt-out of taking the device home if all of the following requirements are met:

- Child has access to a laptop or computer at home
- Child has access to internet
- Chrome is used as the web browser on the home device
- Device can access Google Apps (Google Docs, Clever, Google Drive, etc).

We would like to opt-out of the 1:1 device take home program and will provide my child with all of the above requirements. We understand that during the school day my child will be provided with a Chromebook. We understand that we are responsible for damages and will be charged appropriately for the estimated costs of Chromebook parts or replacement.

Student Name (Print)

Student ID

Student Signature

Date

Parent Name (Print)

Contact Number

Parent/Guardian Signature

Date

