

## Ballard 1:1 Chromebook

Ballard Community School District believes that technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success. Before being issued a device, students and their families must agree to the following terms and conditions. For more information on Ballard 1:1, please see our website.

### Student & Parent/Family Responsibilities

Student Responsibilities	Parent/Family Responsibilities
<p><b>Technology is provided to students for the advancement and promotion of learning and teaching. Before being issued a device, students must agree to the following:</b></p> <ul style="list-style-type: none"> <li>➤ I will follow the policies of Ballard Community Schools and abide by all local, state, and federal laws when using the device at school, at home, or at any other location.</li> <li>➤ I will honor my family's values and follow school expectations when using the device.</li> <li>➤ I will keep the device in my possession at all times or secure it in a safe place when not in use.</li> <li>➤ I will leave my device in its protective case at all times.</li> <li>➤ I will treat the device with care at all times by carrying it appropriately, keeping food and drink at a distance, and avoiding extreme temperatures.</li> <li>➤ I will only clean my device using the cleaning methods approved by the school district.</li> <li>➤ I will report damage to the device immediately to a teacher, or office personnel.</li> <li>➤ I will not attempt to repair the device on my own nor pay someone else to repair the device for me.</li> <li>➤ I will only add apps or extensions that enhance my learning and serve an educational purpose.</li> <li>➤ I will keep all accounts and passwords assigned to me secure, and I will not share this information with any other students.</li> <li>➤ I will not release personal information to strangers when using the device.</li> <li>➤ I will charge the battery on my device every night.</li> <li>➤ I will bring the device to school every day. If I do not have my device, I may be required to make up work outside of the school day.</li> <li>➤ I will return the device when requested or if I withdraw from the district at any time</li> </ul>	<p><b>Parents and families play a critical role in the success of the Ballard 1:1. Before the student is issued a device, a parent or guardian must agree to the following:</b></p> <ul style="list-style-type: none"> <li>➤ I/We understand that a device is being provided to the student for the sole purpose of advancing and promoting learning and teaching.</li> <li>➤ I/We will not use the device to conduct personal business.</li> <li>➤ I/We will discuss our family's values regarding the Internet, including acceptable online behavior.</li> <li>➤ I/We will supervise the student's use of the device at home and set clear expectations for the use of technology outside of school.</li> <li>➤ I/We will encourage the student to keep the device secured in its protective case at all times.</li> <li>➤ I/We understand that additional fines up to the full replacement cost may be levied for acts of intentional damage.</li> <li>➤ I/We will only attempt to clean the device using methods approved by the school district.</li> <li>➤ I/We will immediately report any damage to or loss of the device to the school district teachers or office personnel.</li> <li>➤ I/We will not attempt to repair the device nor pay someone else to repair the device on our behalf.</li> <li>➤ I/We will discuss the importance of protecting our online identity by not sharing passwords or other personal information with friends and strangers.</li> <li>➤ I/We will provide a space in the home to charge the device battery every night.</li> <li>➤ I/We will ensure the device is brought to school each day. I/We understand that failing to do so may place the student at an educational disadvantage, and that I/We may be called to bring the device to school if the problem persists.</li> <li>➤ I/We agree to return the device when requested or when my/our child withdraws from the district</li> </ul>

## Computer Loan Agreement (Google Chromebook)

One Google Chromebook, one AC adapter, and one protective case are being loaned to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is kept in a safe environment at all times.

This equipment is, and at all times remains, the property of Ballard Community Schools and is lent to the student for the advancement and promotion of learning and teaching.

Identification and inventory labels/tags have been placed on the Google Chromebook. These labels/tags are not to be removed or modified. If they become damaged or lost, contact the building administrator for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook or the protective case.

The student will not deface or destroy the equipment in any way. Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Total replacement cost of the equipment will not exceed \$200.

Accidental damage to the Chromebook is covered by the district. Intentional damage of the device or its parts may result in a repair charge or at most a replacement charge of \$200. Frequent accidental damage may be considered intentional if reviewed by administration and the technology department and deemed excessive.

Any damage to or loss of equipment should be reported to the teacher or office personnel immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Ballard Community Schools.

Inappropriate use of the Chromebook may result in the student losing his/her ability to use the device. Inappropriate use is defined as any action that violates district policy, the student handbook, the student code of conduct, or any local, state, or federal statute.

The equipment will be returned when requested by Ballard Community Schools or if the student withdraws from the district prior to the end of the academic year.

Ballard Community Schools may install apps or extensions (software) on the Chromebook at any time to ensure the safety and security of district equipment and to maintain a productive learning environment for all students. The student may not attempt to delete or modify these apps or extensions in any way.

The student may install his/her own apps and extensions provided they serve an educational purpose to enhance the learning experience and are not expressly restricted by the district.

The student has been assigned a Google Apps for Education (GAFE) account with specific privileges and capabilities to be used on the Chromebook. The account is intended for the exclusive use of the student to which is has been assigned. The student may not attempt to change or allow others to change the privileges and capabilities of this account. The student may not attempt to add, delete, access, or modify other user accounts on their Chromebooks.

The Ballard Community Schools network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

The Chromebook utilizes a proxy service which directs any online activity through our district web filter in accordance with federal eRate guidelines. The filtering process collects web URL's for all traffic generated by the Chromebooks, regardless of the physical location of the device. Ballard Community Schools does not actively monitor this traffic unless a direct request is made by the building administrator.

The student acknowledges and agrees that his/her use of district equipment is a privilege. By agreeing to the terms above, the student acknowledges his/her responsibility to protect and safeguard the Chromebook, adapter, and case at all times and to return the equipment in good condition and repair upon request by Ballard Community Schools.

## Google Apps for Education (GAFE) Accounts

Ballard Community Schools offers all students a Google Apps for Education (GAFE) account to use on a variety of school-related projects. Students under the age of 13 must have signed parent permission before receiving access to their account. GAFE provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, internal email, and internal instant messaging. The district believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success.

Student technology use, including the use of GAFE accounts, is subject to school board policy and any local, state, and federal laws. Two specific federal statutes are worth noting in regards to GAFE:

- Children's Online Privacy Protection Act (COPPA): COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for all Ballard Community Schools GAFE accounts, and no personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. For more information about COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>
- Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the rights to review student records. Any information relating to the student's GAFE account is subject to FERPA rules and regulations. For more information about FERPA, please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

In addition, the following guidelines apply to all student Google Apps for Education accounts.

- Official Email Address: Students will be assigned an email account through GAFE that ends in @ballard.k12.ia.us. This account will be considered the student's official Ballard Community Schools email address for use on their 1:1 device and on any school-related project requiring the use of email.
- Conduct: PBIS expectations of respect, responsibility, and safety apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment. Please refer to board policy 627A, Technology Use by Students for additional information regarding appropriate online conduct by students.
- Access Restriction: Access to and use of GAFE accounts is considered a privilege accorded at the discretion of Ballard Community Schools. The district maintains the right to immediately withdraw access to the account if there is reason to believe that violations of law or board policies have occurred. In such cases, the alleged violation will be referred to the building principal for investigation.
- Security: Ballard Community Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place and the district maintains a comprehensive web filter for all student internet traffic, the district cannot assure that users will not be exposed to non-educational materials. Families are encouraged to report any suspicious online activity to the district for review.
- Privacy: Ballard Community Schools reserves the right to access and review content in a student's GAFE account at any time. The district complies with all student privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful learning experience, and the district welcomes any comments, questions, or concerns about GAFE.

