



# **Oneonta City Schools Chromebook Policies, Procedures, and Information**

2025-2026

The focus of the 1:1 Chromebook Initiative at Oneonta City Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their potential and prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to Chromebooks as well as all other school-owned devices used at Oneonta City Schools considered by the Administration to come under this policy.

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## **1. GENERAL INFORMATION**

### **1.1 Receiving Your Chromebook**

- Chromebooks will be distributed only after the following requirements are met:
  - **Pay the annual technology usage fee**
  - **Sign and return all required forms**
    - **1:1 Chromebook Policy Agreement, Web Apps permission form**
    - **Internet Usage Agreement Form**
- **6<sup>th</sup> grade students will participate in an orientation with the OCS Technology Department during the first days of school prior to receiving Chromebooks.**

### **1.2 Chromebook Return**

- Chromebooks will be returned prior to the end of the school year, so they can be checked for serviceability and to be stored for the summer.
- Students who withdraw, are expelled, or terminate enrollment at Oneonta City Schools for any other reason must return their individual school Chromebook, charger and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, charger and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment in Oneonta City Schools, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools provided.
- Furthermore, the student will be responsible for any damage to the Chromebook and must return the Chromebook and accessories to Oneonta City Schools in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

### **1.3 Chromebook Fines**

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
  - In the case of loss, a report must be made immediately to administration. The student will be responsible for the replacement cost of the device.
  - In the case of theft, a report must be made immediately to administration and a police report **MUST** be filed with the Oneonta Police Department or your local law enforcement agency. If the student is unable to provide a police report, the incident will be considered a “loss” of the device.
- Any technical issue with the device must be brought to the attention of technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery/charger issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however any accidental, intentional or negligent damage to the device may incur a cost.
- Fines will be imposed as the circumstances may warrant at the discretion of Oneonta City Schools.
- After repeated incidents of damage, the student may lose privileges of being in the 1:1 Chromebook Initiative and may not be permitted to take the device home. This may also result in disciplinary action.

## **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of their school-issued. Chromebooks that are broken or fail to work properly must be taken to the Oneonta City Schools Technology Room for an evaluation of the equipment.

## **2.1 General Precautions**

- The Chromebook is school property and all users will follow this policy and the Oneonta City Schools Internet Usage and Equipment Policy.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Oneonta City Schools.
- Chromebooks must never be left in an unlocked locker or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook, as it can cause the device to break.
- Do not store items between the Chromebook screen and case (earbuds, pencils, school-work, etc.), as it can cause screen damage.

## **2.2 Carrying Chromebooks**

A protective case/sleeve protects Chromebooks from normal wear and tear and provides a suitable means for carrying the device within the school.

The following guidelines below should be followed:

- Chromebooks MUST always remain within the school-issued case.
- Chromebooks MUST be closed during hallway transitions throughout the school day.
- Avoid carrying Chromebooks in overfilled backpacks to avoid placing too much pressure and weight on the Chromebook screen.

## **2.3 Screen Care**

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the protective case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.
- When carrying the Chromebook inside a backpack, do not lean against the backpack, drop or sit on the backpack.

## **3. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for academic use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Chromebooks Left at Home**

- If students leave their Chromebook at home, they are responsible for completing course work as if they had their Chromebook. Students will not be allowed to borrow a Chromebook.

### **3.2 Chromebooks Undergoing Repair**

- Students may be issued a loaner Chromebook when they leave their Chromebooks for repair in the Technology Room.
- Loaner Chromebooks may be issued for use in school during repair.

### **3.3 Charging Your Chromebook**

- Chromebooks must be brought to school each day in a fully charged condition. Students must charge their Chromebooks at home each night.

### **3.4 Photos, Screensavers, Background Photos**

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, or any other image deemed inappropriate will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Only images used for educational purposes should be saved to the device. All other photos/videos should not be taken or stored.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Any instance of downloading apps that have not been district-approved are carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.
- Only music used for educational purposes should be saved to the device. All other music should not be stored.

### **3.6 Printing**

- Printing will not be available at school with the Chromebook. Students should submit assignments to their teachers electronically according to the teacher's instructions.
- Students may set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook. However, Oneonta City Schools Technology Department cannot offer support with printing at home.

### **3.7 Home Internet Access**

- Students are allowed to set up access to home wireless networks on their Chromebooks. However, Oneonta City Schools Technology Department cannot offer support with home network connection.
- The school provides content filtering at home with iBoss and GoGuardian.

## **4. MANAGING YOUR FILES**

### **4.1 Saving to the Chromebook**

- Students should save all work to their Google Drive accounts via the Chromebook.
- Storage space on the Chromebook is limited. It is important to note that Chromebooks will NOT be backed up by the district.
- It is the student's responsibility to ensure that work is backed up and, therefore, not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

- Oneonta City Schools makes no guarantee that their network will be operational 100% of the time. In the rare case that the network is down, the District will not be responsible for

lost or missing data.

- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

## **5. APPS AND EXTENSIONS ON CHROMEBOOK**

### **5.1 Originally Installed Software**

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

### **5.2 Additional Software**

- Students may be allowed to install extra extensions/Apps on their Chromebooks. As stated in Section 3.5, the district monitors and removes apps as needed.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the system's Internet Usage and Equipment Policy and student handbook. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to "jailbreak" or "hack" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Internet Usage and Equipment Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above.

### **5.3 Inspection**

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

### **5.4 Updates**

- Chromebooks run Chrome OS (Operating Software) Web browser. Students should completely shut down the Chromebook weekly to accommodate frequent Chrome OS updates.

## **6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS**

### **6.1 Parent/Guardian Responsibilities**

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

## **6.2 School Responsibilities**

- Provide Internet and online course materials access to its students during school hours.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. Oneonta City Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Oneonta City Schools owned equipment and to investigate inappropriate use of resources.

## **6.3 Student Responsibilities**

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Take a proactive role to aid Oneonta City Schools in the protection of our device by contacting an administrator about any problems they may encounter.
- 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to policies outlined in this document and the Oneonta City Schools Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student receives emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Return the Chromebook to the OCS Technology Department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Oneonta City Schools for any other reason must return their Chromebook, charger and other peripherals on the date of termination.
- Monitor all activity on their account(s).

## **6.4 Student Activities Strictly Prohibited**

Students are strictly prohibited from the following actions while using their Chromebook. (Oneonta City Schools reserves the right to modify this list at any time.)

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports or other forms of student work
- Use of messaging sites or services (MSN Messenger, ICQ, etc.)
- Use of outside data disks or external attachments (USB peripherals, flash drives, etc.)
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming or sending mass or inappropriate emails
- Using the internet to access personal email or social media accounts (NOTE: It is unlawful for children under the age of 13 to enter into contracts used by social media and e-mail account user agreements.)
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and

supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Oneonta City Schools web filter through a web proxy
- Any other items deemed inappropriate by administration

## **6.5 Legal Propriety**

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Oneonta City Schools Student Handbook. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Oneonta City Schools Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **7. ACTIONS REQUIRING DISCIPLINARY ACTION**

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

- Examples of conduct warranting disciplinary action include, but are not limited, to the following:
  - Downloading inappropriate/copyrighted apps and/or media.
  - Leaving Chromebook unattended.
  - Deleting school installed settings from a Chromebook.
  - Bringing Chromebook to cafeteria.
  - Bringing Chromebook to P.E.- unless directed by P.E. teacher.
  - Lack of adequate care for Chromebook and/or charger, etc.
  - Resetting Chromebook to factory defaults.
  - Placing the Chromebook in developer mode.
  - Adjusting settings on someone else's Chromebook.
  - Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
  - Logging in under a personal Google account.
  - Logging into another student's Chromebook.
  - Leaving Chromebook at home. Lack of preparation for classes.
  - Loaning of student device to other individuals inside and outside of school.
  - Failure to keep the Chromebook in the school-issued case.
  - Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.
  - Any other items deemed inappropriate by administration

## 8. DIGITAL CITIZENSHIP

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

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk others. I will show respect for others in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other individual's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**ALL Chromebooks, chargers, and protective cases must be returned to Oneonta City Schools at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Oneonta City Schools for any other reason must return their Chromebook on the date of termination. Failure to return the Chromebook, charger and other peripherals under any of these circumstances will result in the withholding of student transcripts.**

## **9. TECHNOLOGY DOCUMENTS**

## INTERNET USAGE AND EQUIPMENT AGREEMENT

### Access to Technology Resources Policy

In order to enhance educational opportunities for its students and for employees to be able to work in a professional and intellectually-stimulating environment, it shall be the policy of the Oneonta City Board of Education to permit access to and use of developing technology equipment and resources, including but not limited to, the Internet. Such access and use shall be restricted to faculty, students, and other persons who are engaged in bona fide educational and administrative activities which serve and are consistent with identified educational objectives and authorized support functions. To those ends, the Oneonta City Board of Education is authorized to establish and impose reasonable rules and regulations regarding access to and use of school-based technology equipment and resources and to require adherence to said rules and regulations through such means as the "Internet Usage and Equipment Agreement" and by the application of appropriate disciplinary policies and procedures.

### Statement of Caution and Consequences

Board policy restricts access to and use of technology equipment and resources, including the Internet, to instructional and related purposes with the intent to further educational goals and objectives. However, because of the nature of the technology, it is impossible to ensure that a user's intent upon doing so will not be able to gain access to unsuitable material and data through misuse of computers or the Internet. Oneonta City Schools (OCS) system subscribes to a filtering service to filter or block inappropriate Internet access. Thus, it is the intention of OCS that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state and federal laws. Internet activity can and will be monitored, along with other aspects of technology usage. Successful or unsuccessful attempts to bypass the Internet filter, misuse of equipment, access to prohibited sites by using proxies or other resources are a violation of this agreement and may result in denial or cancellation of access privileges and are subject to disciplinary action in accordance with the Code of Student Conduct and other applicable policies and regulations. Users are also subject to any civil penalties or criminal sanctions that may arise from unlawful use of the Internet.

### Regulations Regarding the Use of Internet Resources

**1. Acceptable Use.** The use of technology equipment and resources, including the Internet, must be in support of education or research, through the provision of unique resources and opportunities for collaboration among students, teachers and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school. Non-educational use may be limited by faculty/staff. Transmission or receipt of any material in violation of any state or federal law is prohibited.

**2. Privileges and Expectations of Users.** The use of equipment, the OCS network and the Internet is a privilege, not a right, and unauthorized, abusive or inappropriate use may result in restriction or cancellation of those privileges. Users are expected to take proper care of technology equipment and resources. Users of the network will not use their account to obtain, post, view, download or otherwise gain access to potentially objectionable materials such as any defamatory, inaccurate, abusive, violent, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Such conduct would include, but is not limited to, placing unlawful information on or through the schools' computer network, accessing another person's files or e-mail, and using obscene, abusive, or otherwise

objectionable language or images in either public or private files or messages. Users of OCS technology resources must be aware that OCS cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

Students and staff are responsible for appropriate, good behavior on school computer networks and the Internet just as they are in a classroom or on school property. General school rules for behavior and communication apply. It is understood that parents/guardians of minors are responsible for setting and conveying the values that are above the school standards that their children should follow when using media and information sources. Because communications on the network, e-mail, chat rooms and other forms of direct electronic communications are often public in nature, all users should be careful to maintain appropriate and responsible standards. There can be no assurance that e-mail or other forms of direct electronic communication will be confidential and/or private. All users should be aware that information sent via e-mail, in documents, or other means are considered legal documents and can be subpoenaed. All correspondence should be professional in nature. All staff members should follow appropriate behavior standards and maintain the utmost professionalism when posting information on social media sites, web-sites, and during any personal communication relating to school, student, or personal issues whether it is through the OCS network or an outside network.

Safe Internet practices should always be followed. Never disclose personal information and never plan to meet anyone encountered online. Access to network service will be provided only to students and employees who agree to act in a considerate and responsible manner. To that end, OCS supports and respects each family's right to decide whether or not to apply for independent access. To gain access, all students must obtain parental permission and must sign and return the Internet Usage and Equipment Agreement form. All employees must sign the Internet Usage and Equipment Agreement Form.

**3. Personal Devices.** These Internet usage and equipment policies and procedures pertain to technology equipment personally owned by school employees and students which are brought into school facilities. All personal technologies used on the OCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state and federal laws. (This also includes any external storage medium including Dropbox, Google Docs or similar online storage.) Staff and students are required to sign the Internet Usage and Equipment Agreement to gain access to the OCS network, the Internet, and other technology resources. Attempts to circumvent defined procedures to access to the OCS network on personal devices without proper authority may result in disciplinary action for students or staff. OCS is not responsible for any hardware or software damage or repair to personal devices on the OCS network.

**4. Network and E-Mail Guidelines.** OCS network and Internet users are expected to abide by the generally accepted rules of network etiquette and are expected to act in a considerate and responsible manner. The following infractions are not permitted on any OCS computer, computer network, personal device accessing the OCS network, the Internet or any technology resource. This list is not all-inclusive; discretion should be used at all times.

- a. Sending, displaying, posting or downloading offensive, profane, obscene, pornographic, disrespectful, threatening, or prurient messages or pictures.
- b. Harassing, insulting, embarrassing, threatening, bullying or attacking others or their work.

- c. Using obscene, racist, profane, discriminatory, threatening or inflammatory language in a document, email, web-site, posting, etc.
- d. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and /or embarrassing pictures. Editing or modifying digital photos with the intent to embarrass, harass or bully.
- e. Posting any false or damaging information about other people, the school system, or other organizations.
- f. Damaging computer equipment, any technology resource, computer systems, computer networks, or documents created by other users. This includes changing workstations and printer configurations.
- g. Violating copyright laws. Plagiarizing computer-copyrighted materials constitutes inappropriate behavior.
- h. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.) or illegal activities (i.e. threats, instructions of how to perform an illegal act, any form of pornography, drug dealing, purchase of alcohol, gang activities, or any illegal or inappropriate activity).
- i. Using another user's password.
- j. Accessing or trespassing in another user's files, folders, or work or any form of 'hacking.'
- k. Intentionally wasting limited resources.
- l. Disrupting the use of the network by other users.
- m. Uploading or creating computer viruses, malware or spyware.
- n. Re-posting non-academic, personal communications without the original author's prior consent.
- o. Installing software or downloading unauthorized files, music, games, programs or other electronic media onto a workstation, laptop, network drive or any other technology device.
- p. Attempts to circumvent network security or internet access restrictions by any means.
- q. Revealing personal information (i.e. photographs, addresses, or telephone numbers).
- r. E-mailing outside the school system or storing/saving on external storage drives or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security number, information protected by FERPA, and any other sensitive and/or protected information.
- s. Using the network for commercial or political purposes.
- t. Ordering anything from the Internet is strictly prohibited by students. Any charges incurred would have to be paid by the user and are not the responsibility of the school.

## **5. Security**

- a. As a registered user of this network, users are responsible for the use of their account and password. Users may only log on to the network with their assigned user name and password. Users should not disclose their password to anyone. If a user feels that their password has been compromised, the user should notify the technology staff immediately. Unauthorized access, including "hacking" is prohibited.
- b. Users who discover or suspect a security problem should notify the teacher, the technology staff, or principal, and should not discuss the problem with or demonstrate it to other users.
- c. Any user who receives threatening or unwelcomed communications or encounters materials that violate the school code of conduct should immediately bring them to the attention of an administrator, teacher, or the technology staff.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **6. Procedures for Use**

- a. In addition to a signed Internet Usage and Equipment Agreement form, student users must have permission from their instructors before using computers, the Internet, or related technology equipment or resources.
- b. Users may not play games or use computer resources for non-academic activities unless given permission to do so by the teacher, superintendent, administrators, or technology staff.
- c. Users may not waste or take without permission supplies (such as paper, printer cartridges, external storage devices, etc.) that are provided by OCS.
- d. No user of electronic media may purchase and/or install technology hardware or software without the written approval of the technology staff.
- e. Damage or vandalism of any technology resource including, but not limited to, equipment, computer networks, or programs will result in punishment as defined in the school conduct policy.
- f. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this agreement.

## **7. Oneonta City Schools Domain**

- a. Any and all devices connected to the OCS network are considered to be in the private domain of OCS.
- b. Any and all devices connected to the OCS network are subject to inspection, search and monitoring by the superintendent, administrators, or appropriate members of the technology staff, including data stored by individual users on individual school or personal devices. Users should be aware that activities might be monitored at any time, without notice.
- c. All network activity is logged and subject to review by the superintendent, administrators or technology staff members periodically.
- d. No information or resource connected to the OCS network should be considered personal or private from the appropriate members of the technology staff, administrators or superintendent.
- e. Rules and regulations of system usage will be modified, added, and posted from time to time by the administrators of the OCS network. Users of the network are subject to these additional rules and regulations.
- f. All users have a right to privacy. However, if a user is believed to be in violation of the guidelines, the superintendent, administrators or technology staff members may review communications to maintain system and network integrity and to insure that students and staff are using these resources responsibly.

## INFORMATION CONCERNING WEB APPS

Web Apps refer to an application that utilizes web and web browser technologies to accomplish a task over a network through a web browser. The teachers at OCS will utilize many web apps during instruction.

Oneonta City Schools utilizes G Suite for Education for students and teachers. These services include, but are not limited to:

- **Mail**—an individual email account for school use managed by Oneonta City Schools
- **Drive**—a file storage system which allows users to create (docs, sheets, slides, sites, etc.) and store files in the cloud, synchronize files across devices, and share files
- **Calendar**—an individual calendar providing the ability to organize schedules, daily activities, and assignments

Schoology and/or Google Classroom will serve as the learning management system for OCS students. The learning management system allows teachers to plan, implement, and assess learning processes. Through the LMS, teachers are provided a way to create and deliver content, monitor student participation, and assess student performance.

Using these tools and others, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and are available 24/7 from any Internet-connected computer.

All students will be assigned an e-mail address (*username@ocsredskins.com*). This account will be considered the student's official OCS email address until such time as the student is no longer enrolled at Oneonta City Schools. Use of this account will be governed by the Internet Usage Policy and Chromebook Policies.

# ONEONTA CITY SCHOOLS

## 1:1 CHROMEBOOK POLICY AGREEMENT

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I /We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information and the Acceptable Use Policy. (PLEASE PRINT)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*\*student signature required for students in grades 6-12\**

Parent/Guardian Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ONEONTA CITY SCHOOLS

### WEB APPS PERMISSION FORM

By signing below, I confirm that I have read and understand the following:

Under the Family Educational Rights and Privacy Act (FERPA), a student's education records are protected from disclosure to third parties. I understand that my student's work product stored in G Suite for Education and any other sites deemed academically necessary by OCS may be accessible to someone other than my student and Oneonta City Schools by virtue of this online environment. My signature below confirms my consent to allow my student's work product to be stored by Google and any other sites deemed academically necessary by OCS.

I understand that by utilizing Web Apps, including, but not limited to, G Suite for Education, my child's work product will be collected and stored electronically. I will read the privacy policies associated with use of G Suite for Education (<http://www.google.com/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ **YES**, I give permission for my child to participate in the utilization of web apps, which includes being assigned a full Oneonta City Schools G Suite for Education, and other web app accounts. This permission will apply to my child's assigned account as long as he/she is enrolled in Oneonta City Schools.

\_\_\_\_\_ **NO**, I do not give permission for my child to participate in the utilization of web apps, which means my child will not be assigned a full Oneonta City Schools G Suite for Education account. This means my child will NOT receive an email account or access to Chromebooks, Google Docs, Calendar, and Sites.

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ONEONTA CITY SCHOOLS

## INTERNET USAGE AND EQUIPMENT AGREEMENT

### STUDENT NOTICE OF RECEIPT

Student's Name: \_\_\_\_\_

(please print)

Grade: \_\_\_\_\_

The student listed above and his or her parent/guardian hereby acknowledges by their signatures that they **have received, read and agreed to abide by the Oneonta City Schools Internet Usage and Equipment Agreement.**

I understand that the purpose of any technology equipment or resource is to support research and education and will be consistent with the educational objectives of the Oneonta City Schools Board of Education. As a user of Oneonta City Schools' technology equipment and resources, I acknowledge my responsibility for my actions and my conduct in using any technology resource. The use of all electronic devices and networks is a privilege, not a right. Any action by a user that is determined by a system administrator to constitute an inappropriate or unauthorized use of any system or to improperly restrict or inhibit other members from using and enjoying any system is strictly prohibited and may result in terminating the user's access privileges. I further understand that any or all of the following sanctions could be imposed if any of the policies or procedures regarding the use of Oneonta City Schools technology equipment or resources, including the Internet, are violated:

- Loss of access
- Additional disciplinary action to be determined based on existing policies
- Legal action when applicable

#### Care for and Return of Equipment

I acknowledge by my signature that while I am a student at Oneonta City Schools, I am expected to take proper care of school and personal equipment and technology resources. I understand that I am expected to return all property of Oneonta City Schools in proper working order when instructed or upon withdrawal. This agreement includes, but is not limited to, the following: laptops, Chromebooks, MacBooks, iPads, eReaders, video and digital cameras, calculators, external hard drives, cables, charging connectors, etc. I understand that failure to return equipment will be considered theft by the school system and may incur fees and/or lead to criminal prosecution.

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

\_\_\_\_\_  
Student Signature (grades 6-12)

\_\_\_\_\_  
Date

As a parent or legal guardian of the minor student signing above, I have received, read and will ensure compliance of the Internet Usage and Equipment Agreement and grant permission for my son or daughter to use and access technology equipment and resources, including the Internet.

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date