

Chokio-Alberta Schools Computer or Device Policy & Usage Handbook

2020-2021 Revised 9-8-2020

Chokio-Alberta Schools Notice of Non-Discrimination

Chokio-Alberta School District 771 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. **Chokio-Alberta School District 771** Technology department does not discriminate in enrollment or access to any of the programs available. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The **Chokio-Alberta School District 771** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and Minnesota Statute 363A.13. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

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Receiving Your Computer or device

1. Parent/Guardian Orientation

All parents/guardians are required to sign the Chokio-Alberta Schools Computer or Device Agreement before a computer or device can be issued to their student. The Computer or Device Agreement will be sent home on one of the first days of school in paper form and sent as an attachment via parent/guardian e-mail. The student is required to bring the signed agreement back to the C-A office before their computer or device is allowed to go home.

2. Distribution

7th – 12th grade students will receive their computers or devices and related accessories in class during the first week of school.

3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their computers or devices from the Chokio-Alberta School Technology Department. Both students and their parents/guardians must sign the Chokio-Alberta Schools Computer or Device Agreement prior to picking up a computer or device.

Returning Your Computer or device

1. End of Year

At the end of the school year, students will turn in their computers or devices and all issued accessories. Failure to turn in a computer or device will result in the student being charged the full replacement cost. Laptop replacement cost is \$400.00, IPAD replacement cost is \$329.00. The district may also file a report of stolen property with the Steven's County Police Department.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from Chokio-Alberta Schools must turn in their computers or devices to the Technology Department on their last day of attendance. Failure to turn in the computers or devices will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Chokio-Alberta Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Steven's County Police Department.

Damage or Lost Computers, Devices, or accessories

Chokio-Alberta Public Schools understand that accidents happen and will cover unintentional damage or loss, but chronic accidental damage is subject to repair/replacement fees. Please refer to the table below for further explanation on student/family fee responsibility for chronic accidental incidences. Please note when **intentional** damage to the device or accessories occurs the fee to replace or fix the device or accessories will be the responsibility of the student/family. Please refer to the table below for further explanation on student/family fee responsibility for **intentional** damage. If a computer or device or charger is lost, the school will replace the device/charger one time during that school year at no cost. If a student loses a computer or device/charger more than once, fees will be applied (see below).

Category	1st Incident	2nd Incident	Additional incidents
Minor Accidental Damage to computer or device/Charger	\$0	\$0	\$0
Major Accidental Damage to computer or device	\$0	\$329 to 400	\$329 to 400
Major Accidental Damage to harger	\$0	\$30	\$30
Lost computer or device	\$0	\$329 to 400	\$329 to 400
Lost charger	\$0	\$30	\$30
<i>Intentional</i> Damage to computer or device	329 to 400	329 to 400	329 to 400
<i>Intentional</i> Damage to charger	\$30	\$30	\$30

Minor damage is damage that does not render the device/charger unusable.

Major Damage is damage that would require the device/charger to be replaced because it is unusable.

Intentional Damage is damage of any kind that is done to the computer or device or charger **on purpose**. This is considered destruction of property and is not covered.

*If a lost computer or device or charger is found, any fees that were assessed will be refunded.

Training

Students will receive regular training to address care and usage of the computer or device as well as usage of apps and programs. Regular digital citizenship training will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Computer or device

Students are responsible for the general care of the computer or device which they have been issued by the school. Computers or devices that are broken or fail to work properly must be taken to the CAHS Tech Department. If a loaner computer or device is needed, one will be issued to the student until their computer or device can be repaired or replaced.

Using Your Computer or Device

Students are expected to bring a fully charged computer or device to school every day and bring their computer or device to all classes unless specifically advised not to do so by their teacher.

General Precautions

- No food or drink should be next to your computer or device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the computer or device.
- Students should never carry their computer or device while the screen is open unless directed to do so by a teacher.
- Computer or devices should not be used or stored near pets.
- Computer or devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Computer or devices must remain free of any writing, drawing, stickers, or labels. Do not tamper with preexisting labels.
- Computer or devices should be shut down when not in use to conserve battery life.
- Computer or devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of computer or devices.
- Do not expose your computer or device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the computer or device.
- Always bring your computer or device to room temperature prior to turning it on.

Carrying Computer or devices

- Always transport computer or devices with care.
- Never lift computer or devices by the screen.
- Never carry computer or devices with the screen open.

Screen Care

- The computer or device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a computer or device when it is closed.
- Do not store a computer or device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

If a student does not bring his/her computer or device to school

- A student may stop at the Chokio-Alberta School Tech Department and check out a loaner for the day, if available.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own computer or device at school and will send reports to administration for students who have excessive occurrences during the school year.
- The students that obtain a loaner will be responsible for returning the borrowed device to the CAHS Technology Department by 3:06 pm on the day of checkout.
- If a loaner is not turned in by 3:30 pm, a report will be filed with the C-A administrator and the administrator will work on retrieving the loaner.

Computer or devices being repaired

- Loaner computers or devices may be issued to students when they leave their school-issued computer or device for repair.
- Computers or devices on loan to students having their devices repaired may be taken home.
- The tech department staff will contact student when their devices are repaired and available to be picked up.

Charging computer or devices

- Computers or devices must be brought to school each day with a full charge.
- Students should charge their computers or devices at home every evening.

Personalizing the computer or device

Computer or devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Chokio-Alberta Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.

Students may add appropriate music, photos, and videos to their computer or device. Personalized media are subject to inspection and must follow the Chokio-Alberta Schools acceptable use policy.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing from computer or devices will be optional and instructions will be taught and reviewed.
- Students may set up their home printers to print from their computer or devices at home. Information or instructions will be given.

OR

- Students may log into their student account from a pc in a computer lab to print to a designated printer.

Logging into a computer or device

- Students will log into their computer or devices.
- Students should never share their account passwords with others. In the event of a compromised account the Chokio-Alberta Schools reserves the right to disable your account.

Using your computer or device Outside of School

- Students are encouraged to use their computer or devices at home and other locations outside of school.
- A Wi-Fi Internet connection will be necessary for the majority of computer or device use; however, some applications can be used while not connected to the Internet. Students are bound by the Chokio-Alberta Schools Acceptable Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their computer or devices.

Operating System and Security

Students may not use or install any operating system on their computer or device other than what is installed by C-A Tech support.

No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a computer or device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student computer or devices at any time for any reason related to the operation of the district. By using a computer or device, 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 computer or devices.

Updates

The computer or device operating system updates itself automatically. Students do not need to manually update their computer or devices.

Virus Protection

- Computer or devices use the principle a virus protection software that provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While on premise, All Computer or devices, will have all Internet activity protected and monitored by the district. While at home, All Computer or devices will enforce Google's Safe Search features.

Inspection

Students may be selected at random to provide their computer or device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Computers or devices

Originally Installed Software

All computer or devices are supplied with the latest build of Operating System (OS), and many other applications useful in an educational environment. The Operating System (OS) will automatically install updates when the computer is idle or restarted.

Google Apps for Education (ISD771.org Accounts)

- Computers or devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.

Additional Apps and Extensions

Students are able to install approved additional apps and extensions on their computer or device.

Repairing or Replacing Your Computer or device

Repair/Troubleshooting

All computer or devices in need of repair must be brought to the CAHS Tech Department as soon as possible.

Vendor Warranty

- Computer or devices include a hardware warranty from the vendor.
- The vendor warrants the computer or device from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the computer or device or, if required, a computer or device replacement.
- The vendor warranty does not warrant against lost, stolen, or physical damages cause by the user for the computers or devices.

Computer or device support

The Chokio-Alberta Schools Tech Department will be the first point of contact for repair of the computers or devices. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement computers or devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring computer or device to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology 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:

1. **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.
2. **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.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **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.
6. **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.

Chokio-Alberta Schools Internet Use, Safety, and Computer Use Policy

Chokio-Alberta Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Chokio-Alberta Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Chokio-Alberta Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Chokio-Alberta School's technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Chokio-Alberta Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Chokio-Alberta Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Chokio-Alberta Schools.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Chokio-Alberta Schools, including applicable State and Federal laws.

Details and definitions of the full Chokio-Alberta Schools Acceptable Use Policy can be reviewed at District Offices at Chokio-Alberta Schools or online at www.chokioalberta.k12.mn.us under the Student Handbook.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes
 - game-playing and commercial uses are prohibited.

- Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
- Chain letters and inter-relay chat are misuses of the system.
- Vandalism or "hacking" of any kind is prohibited.
- The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Chokio-Alberta Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Chokio-Alberta Schools harmless from any claims or damages arising from such use. Chokio-Alberta School District makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is a violation of the Chokio-Alberta School District policies. 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.

Email

- Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system.

These email systems are monitored by the Chokio-Alberta Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

Disciplinary Consequences

- The student whose system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Computer or Device Policy Handbook or the Chokio-Alberta School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Chokio-Alberta Schools Technology Department to ensure appropriate use. The Chokio-Alberta Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

If a student violates any part of the Computer or Device Policy, he/she will be put on the following disciplinary steps:

1st Offense – Student will check in /out their computer or device from the Tech Department on a daily basis for 3 weeks.

2nd Offense – The student's account will be placed in the "penalty box" for 7 days. The penalty box is a remotely managed restriction that will only allow a user access to specifically allowed websites. (Google Apps, C-A school site, IXL, etc.)

3rd Offense – Loss of computer or device privileges for a length of time determined by the administration.

C-A Computer or Device POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Chokio-Alberta School's Computer or Device Policy and Usage Handbook is available on the Chokio-Alberta School's website at www.chokioalberta.k12.mn.us.

Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Chokio-Alberta School's computer or device policy regarding the use of computers or devices and the Internet at Chokio-Alberta Schools. Your signature also states that you authorize Chokio-Alberta Schools to create and utilize "cloud services" accounts that will be under the control of Chokio-Alberta Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to Chokio-Alberta Schools.)

If a Chokio-Alberta Public Schools computer or device is damaged in anyway Chokio-Alberta Schools will assess the computer or device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/students will be charged for the full replacement cost of a device/charger that has been damaged due to intentional misuse or abuse.** Chokio-Alberta Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the District 771 student disciplinary policy.

Category	1st Incident	2nd Incident	Additional Incidents
Minor Accidental Damage to computer or device/charger	\$0	\$0	\$0
Major Accidental Damage to computer or device	\$0	329 to 400	329 to 400
Major Accidental Damage to charger	\$0	\$30	\$30
Lost computer or device	\$0	329 to 400	329 to 400
Lost charger	\$0	\$30	\$30
<i>Intentional</i> Damage to computer or device	329 to 400	329 to 400	329 to 400
<i>Intentional</i> Damage to Charger	\$30	\$30	\$30

Minor damage is damage that does not render the device/charger unusable.

Major Damage is damage that would require the device/charger to be replaced because it is unusable.

Intentional Damage is damage of any kind that is done to the computer or device or charger **on purpose**. This is considered destruction of property and is not covered.

*If a lost computer or device or charger is found and returned, any fees that were assessed will be refunded.

Please check **ONE** of the following options below:

- I accept and will abide by the Chokio-Alberta School's computer or device Policy & Usage Handbook.
- I accept and will abide by the Chokio-Alberta School's computer or device Policy & Usage Handbook. **I DO NOT wish to have my child take home their computer or device.** (PLEASE NOTE: If you choose this option, students will be asked to turn in their device to the tech department (or classroom teacher) at the end of each school day.)

Printed Student Name

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date