

Responsible Use of Chromebooks Policy

Technology is a PRIVILEGE

All technology is to be used in a responsible, ethical, and legal manner.

In keeping with our school's code of conduct and Oregon's Educational Technology Standards, all use of technology should occur under the following three conditions:

RESPECTFUL

- **OF LEARNING:** Stay on task. Please be mindful of when, what and where you are able to use the technology. No posting to social sites, texting, unassigned YouTube viewing, etc. during class time.
- **OF EQUIPMENT:** Handle the Chromebooks and charging connectors with care.
- **OF OUR LEARNING COMMUNITY:** The Chromebooks are used by up to 5 other students - not just you. Do not set the passcode lock on any Chromebooks. Do not move the app icon locations that other students and staff rely on to use and service the device.
- **OF OTHERS' WORK:** Do not delete any files belonging to any other student.
- **OF OTHERS' IDEAS:** Do not plagiarize or take someone else's ideas as your own. Always give credit to your source. Work to paraphrase ideas (put them in your own words).
- **OF YOURSELF:** Select online names that are appropriate and consider the information and images that you post online. Do not post personal information about your life.

RESPONSIBLE

- Use your assigned Chromebooks only (unless specifically told to do otherwise by your teacher).
- Never take an Chromebooks outside of room 213 (unless specifically told to do so by the teacher for a specific time window & purpose).
- Always log out of all personal accounts (email, websites, Evernote, Google Drive, etc.) at the end of each class period.
- Always return your Chromebooks to its appropriate spot in the cart, as demonstrated in class.
- **Plug in the Chromebooks if it is below a 60% charge.**
- Turn off Bluetooth at the end of the period.
- Keep water in a closed container and always far away from the Chromebooks. No other liquids are allowed in class.
- Report occurrences of irresponsible use of technology to teachers or administrators.

SAFE

- Keep your accounts and personal information safe! Again, always log out of all accounts and web sites when you are done with the Chromebooks.
- Tualatin High has a zero tolerance policy for cyberbullying: *"Cyberbullying' is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones."*
- Other examples of unsafe, disrespectful and irresponsible use of the technology include, but are not limited to:
 1. sending or displaying offensive messages or pictures (including as the wallpaper or lock screen images on an Chromebooks, or as written statements left on the Notes app or Pages/Keynote/Numbers apps, etc.); this includes images of a racist, sexist, or homophobic nature, or that advocate activities that are illegal for high school students
 2. using offensive (including racist, sexist or homophobic) or obscene language, whether in assignments or in other situations
 3. using others' passwords
 4. trespassing in others' folders, work or files
 5. unauthorized installation of software (do not download apps from the App Store, books from the iBookstore or music / videos from the iTunes Store)
 6. unauthorized access, such as hacking

ABUSE OF THE PRIVILEGE

For every abuse of the privilege, the following disciplinary consequences will be enforced.

First Offense: Student will lose use of the Chromebooks for a class period and need to check in their Chromebooks with the teacher at the end of the period for a period of 2 weeks.

Second Offense: Student will write a letter to parents about conduct during class and earn a referral. Student may be asked to write apologies to any students affected by actions. Student will need to complete alternative assignments without the use of an Chromebooks for the following two class periods and may be expected to personally check in Chromebooks with teacher for extended period of time thereafter.

Third Offense: Student will meet with an administrator to create an individualized contract that may involve learning without the use of an Chromebooks.

*Additional disciplinary action (i.e. suspension) may be determined in line with our Rights & Responsibility Handbook regarding inappropriate behavior.

*When applicable, law enforcement agencies may be involved.

Students/parents may be held financially responsible for careless damage, vandalism and/or theft of equipment.

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Responsible Use of Technology Agreement

Last Name (printed): _____ First Name _____

I have read and I agree to follow the rules contained in the 2015-16 Responsible Use of Chromebooks Policy. I understand that if I violate the rules contained in the policy, I may face disciplinary measures, as also explained in the Responsible Use Policy.

Student Signature _____ Date _____

Parent/Guardian Technology Agreement

I have read the Responsible Use of Chromebooks Policy. I understand that a violation of this policy may result in disciplinary action taken against my child, or child within my care, including but not limited to: suspension or revocation of my child's access to district technology, and suspension or expulsion from school.

I understand that I may be held responsible for damages incurred by my student.

Parent Name (printed)

Parent Signature

Date