



Ponca Public Schools Chromebook Acceptable Use Policies and Procedures

At Ponca Public Schools we are working diligently to improve the quality and access of technology tools and resources for our students. Essential to this effort is a strong partnership with our school board and various school community agencies to rethink and transform teaching and learning.

We have made an investment in our infrastructure, our equipment and our delivery of services to better serve our staff, student and parent populations. Ponca Public School is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. It is our hope that students will develop and implement important life skills like critical thinking, information literacy and problem solving through the use of Chromebooks, content-focused curriculum and collaborative technology tools. The lessons learned and the insights gained through this collaborative effort will provide an effective and feasible blueprint for future implementations throughout the rest of the Ponca School District.

The policies, procedures and information within this document apply to all Chromebooks used at Ponca High School and at home, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements at their discretion for use in their classroom.

“Maximizing Student Potential and Transforming Teaching and Learning”

Chromebook Check out

1.1 Receiving Your Chromebook:

Chromebooks will be distributed each fall. Parents and student have to sign required documents and pay the non-refundable checkout fee before the Chromebook can be issued. The checkout fee protects the Chromebook investment for the school district.

1.2 Chromebook Check-in:

All Chromebooks will be checked in at the end of the school year and returned in the fall.

If a student transfers out of the Ponca School District during the school year, the Chromebook must be returned before checking out. Records will not be forwarded to other schools until the Chromebook has been returned and checked for damage by our IT department personnel.

1.3 Fees for Missing or Damaged Chromebook:

- Chromebooks and accessories must be returned to Ponca Public Schools at the end of each school year. Students who withdraw or are suspended or expelled, or otherwise terminate their enrollment at Ponca Public Schools for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook and all of the accessories (cases, cords, etc.) at the end of the school year or upon termination of enrollment at Ponca High School, the family is

Updated 2023

subject to financial liability until the Chromebook is returned or the associated fees are received. Page 12
For example, if the Chromebook is not turned in immediately upon the student leaving the district, the family will pay the current market value replacement cost (\$400.00 to \$475.00) for the Chromebook. Failure to return the Chromebook within five working days after withdrawal from Ponca Public School will result in a theft report being filed with the Ponca Police Department. Furthermore, the student will be charged for any needed repairs, not to exceed the replacement cost of the Chromebook.

- Students that are serving long term suspensions (over five days in length) will work out the details of using the device during the suspension with administration before the suspension begins. This will be done on a “case by case” basis.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be immediately taken to the IT department for an evaluation of the equipment.

2.1 General Precautions:

- The Chromebook is school property and all users will follow this policy and the Ponca Public Schools Acceptable Use policy for technology.
- Chromebooks are not allowed to be taken to any school activities home or away.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the Chromebook.
- Chromebooks must never be left in an unlocked locker, car, or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged for school each day.
- Students may not use “skins” or stickers to personalize their Chromebook case.
- Only use a clean, soft cloth to clean the screen; no cleaners of any type should be used on the device or the screen (**Never spray water or any liquid directly on the screen**).

2.2 Carrying Chromebooks:

- The protective cases provided with the Chromebooks are designed to protect the Chromebook from normal wear and tear.
- Chromebooks should always be contained within the protective case and should be securely closed when carried.
- **Nothing other than the Chromebook and the charge should be stored in the Chromebook bag.**

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.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not put books on top of the Chromebook when the lid is closed.
 - Do not place anything near the Chromebook that could put pressure on the device.
 - Do not place anything in between the screen and the keyboard and then close the lid.
 - Clean the screen with a soft, dry cloth.
 - Do not put your device in a book bag.
 - Do not carry the Chromebook by the screen.
- Close the lid when carrying the Chromebook.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break.

3. Using your Chromebook at School

Chromebooks are intended for the “learning” purposes for 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.

3.1 Chromebooks Left at Home:

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Repeat violations will result in disciplinary action as outlined in the Student Code of Conduct.
- **Remember that the Chromebook is checked out only to you and use of the device by other family members or friends is not allowed. Students are responsible for damage to the Chromebooks incurred by friends or family members.**

3.2 Chromebook Undergoing Repair:

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the IT department. There may be a delay in getting a Chromebook to a student should the school not have enough extra devices to loan.

3.3 Charging Your Chromebook’s Battery:

Chromebooks must be brought to school each day in a “fully charged” condition.

3.4 Background Photos:

- Any media deemed inappropriate by staff may not be used as a background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in the Student Code of Conduct.

3.5 Sound:

- Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.
- Students are responsible for carrying earphones or earbuds at all times supplied by students.
- Only apps approved by Ponca High School will be allowed on the Chromebooks
- Space is limited on the device. When saving items, students should use **Google Drive**.

3.6 Printing:

- Printing at home will require a wireless access point and the Google Cloud Print Service.

3.7 Home Internet Access:

- Students are allowed to connect to wireless networks outside of school on their Chromebooks . This will assist them with Chromebook use while at home. The policies outlined in this document are also applicable to home use of a Ponca School District provided device. Any violation of the policy will result in consequences determined by administration or his/her designee.
- Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

- There is wireless availability in the school parking lot or the public library after school hours.
- When students access the Internet from any place other than home their Chromebook are still filtered and monitored through the school filtering system.
- Chromebooks can be used offline and do not require an Internet connection to work. Students must save their work to their Chromebook to work offline.

4. Managing and Saving your Files

4.1 Saving to the Chromebook/Google Drive:

Students should save work to Google Drive from their Chromebook. Students may also save their work to an external flash drive. Limited storage space will be available on the Chromebook – it will NOT be backed up. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity:

- It is a violation of the Internet Safety and Acceptable Use policies to use applications that by pass Ponca School District proxies and filtering. Repeat violations will result in disciplinary action as detailed in the Student Code of Conduct. **All searches at home and school will be monitored.**

5. Acceptable Use

The use of district technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Ponca School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Ponca Public School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied and the appropriate disciplinary action shall be applied. The Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that should be followed 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.
- Should you want your student to opt out of taking a Chromebook home, your student will be assigned a Chromebook to be checked out and returned at the end of each school day. Your student is still responsible for meeting course requirements and completing class assignments and is responsible for any damage to the device.

5.2 School Responsibilities:

As a school we will:

- Provide Internet access at school.
- Provide a Google account to all students.
- Provide Internet blocking of inappropriate materials to the extent possible.
- Provide staff guidance to aid students in doing research, complete academically related activities and help ensure student compliance of the Acceptable Use policy.

5.3 Student Responsibilities:

- Read, understand, and follow the Ponca Public School District Acceptable Use Policy for technology and other school related policies. The link for the Acceptable Use Policy is located at www.poncaschool.org under the Handbook tab.
- Use computers and other electronic devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to Chromebook and computer usage.
- Utilize technology resources in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via the Ponca School District’s designated Internet System is at your own risk. The Ponca Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report any physical damage to the devices immediately to school staff.
- Secure Chromebook devices against theft or loss.
- Help our district protect our computer system/device by contacting an administrator about any security problems I may encounter.
- Monitor all activity on my own account(s).
- Turn off the device and secure my Chromebook after I am done working to protect my work and information. I understand that securing the Chromebook includes storing the device “out of sight” and in a restricted access location.
- Tell school personnel immediately if I receive email, messages or other electronic communication containing inappropriate or abusive language or if the subject matter is questionable.
- Not plagiarize information, other documents, or creative works that I find on the Internet. I understand that plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Respect the rights of copyright owners and give proper credit to sources as needed.
- Return my Chromebook in good working order to school staff at the end of each school year or other dates for turn in. I understand that students who withdraw from school, transfer out of the district, are suspended or expelled, or terminate enrollment from the district for any other reason must return their Chromebook and accessories on the date of termination or withdrawal.

5.4 Student Activities which are Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Ponca Public School Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Use of Internet/computer games when class is in session without teacher permission.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming - Sending mass or inappropriate emails.
- 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.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms.

- 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 district web filter through a web proxy, phone tethering, or any other means.
- Bullying as defined in our Board Policy and the Student Code of Conduct will not be tolerated.

5.5 Chromebook Care:

- Students may be selected at random to provide their Chromebook for inspection. If a student's device is requested for an inspection, passwords to unlock the device must be immediately provided. Ponca Public School staff reserve the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.
- During the school year, Ponca School District staff will conduct "Chromebook Health Days". These "Health Days" will be random throughout the year and are intended to stay current with the conditions of each student's Chromebook. During the "Health Days", staff will inspect the Chromebook for damage and immediately report the damage to school technology staff. Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Chromebook batteries must be charged and ready for school each day.
- **No labels or stickers may be applied to the device.**
- Chromebook cases furnished by Ponca Public School District must be returned with only normal wear and no alterations to avoid paying a case replacement fee of approximately \$45.00.
- Chromebooks that malfunction or are damaged must be reported to a teacher, administrator or district technology personnel immediately.
- **Do not take the device to another agency or person for repair.**
- Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students and their families are responsible for damage incurred while the device is checked out to the student if it is not accidental.
- Chromebooks deemed stolen will be reported immediately to the Ponca Police Department and school staff.

5.6 Legal Propriety:

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, IT personnel or parent.
- Plagiarism is a violation of our Student Code of Conduct. 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 are subject to discipline as referred to in the "Ponca Public School Student/Parent Handbook". Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

5.7 Student Conduct and Discipline:

If a student violates any part of the above policy, he/she may face disciplinary action up to and including, restricted Chromebook usage, detention, school suspension or school expulsion.

6. Protecting and Storing your Chromebook

6.1 Chromebook Identification:

Our technology staff have unique ways to identify each device. These identifiers are to remain intact and not be tampered with.

6.2 Storing your Chromebook:

- When students are not using their Chromebooks, they should be stored in their lockers or in a place designated safe by school staff. Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day for charging after school.
- Chromebooks **should not be stored in a vehicle at school or at home.**

6.3 Chromebooks Left in Unsupervised Areas:

Under no circumstance should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the commons area, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, gym areas and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be immediately taken to the high school office. Multiple offenses of a Chromebook being left unattended will result in disciplinary action as detailed in the Student Code of Conduct.

7. Repairing or Replacing Your Chromebook

7.1 Claims:

All repair/replacement claims must be immediately reported to IT department. **In the event of theft, a police report using the Serial Number and PHS identification number needs to be filed by the student and a copy of the report is to be taken to the Principal's office immediately.** This must happen before a Chromebook can be repaired or replaced.

7.2 Student / Family Responsibility:

- Students and their families are responsible for the fees associated with any repairs or replacements necessary if the Chromebook was not damaged by accident.
- If a device is damaged, the student will pay the current market value cost (\$400.00 - \$475.00) to repair the device. The usage fee of \$25.00 does not cover repair and replacement costs. If the student's fee was waived, full repair costs will be incurred. Students may be issued a temporary device to use in class while their assigned device is repaired.
- If a device is lost, the student will owe the current market value (\$400.00 - \$475.00) for the replacement of the Chromebook. If the device is stolen and there is verifiable proof of theft, the student will not owe the replacement cost of the device to Ponca Public School District. Students may be assigned a loaner or replacement device the first time a device is lost or stolen. If students lose their assigned device a second time, they will lose the privilege of taking the Chromebook home.
- If a Chromebook is reported stolen on Ponca Public School's (PHS) property or "off campus", it is the responsibility of the student and their family to report the Chromebook stolen to Ponca Police and high school administrative staff as soon as possible.
- To file a police report you will need the Chromebook's serial number and Ponca Public School's identification number which are kept on file in the IT department.

- For all theft claims, the student/family is required to provide a copy of the police report to the administrative staff at Ponca High School. The police report, and the specific details of the theft, will determine the financial responsibilities of replacing the Chromebook.
- If there is no proof that a theft occurred, the loss will not be covered by Ponca Public Schools. As an example, this type of loss occurs when a Chromebook goes missing, or is accidentally left somewhere, but there is no proof the Chromebook was stolen. In this situation the student/family is responsible for the current market replacement cost of a new Chromebook approximately \$400.00 - \$475.00.
- Until a police report is filed and a copy is provided to Ponca High School, all thefts will be considered not covered.

Here are the specific steps to follow if your Chromebook is stolen:

1. Report the Chromebook stolen to the School IT department or administration and the student and school personnel will contact the Ponca Police to file a report – report must include serial number and asset tag.
2. Provide a copy of the filed police report to an administrator at Ponca High School.
3. If there is verifiable proof of theft, Ponca Public Schools will pay for the replacement cost of the device.



**Ponca High School
“Student Pledge” for Chromebook Use**

1. I will take care of my Chromebook as identified in the “Ponca Public Schools Chromebook Acceptable Use Policies and Procedures” document.
2. I understand that I should never leave my Chromebook unattended.
3. If my Chromebook is damaged, lost or stolen, I understand that I may have to pay the associated fees.
4. I understand I am not allowed to take my Chromebook to any school activities away or home.
5. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
6. I understand the Chromebook is my responsibility and I will not loan it to other individuals or allow others to login into my Chromebook.
7. I will be prepared and bring a charged Chromebook to class daily.
8. I will keep food and beverages away from my Chromebook.
9. I will not disassemble any part of my Chromebook or attempt any external repairs or internal modifications.
10. I will protect my Chromebook by only carrying it in the case provided.
11. I will use my Chromebook in ways that are responsible, safe, appropriate, and educational.
12. I will not deface the Ponca High School Chromebook identifiers on my Chromebook or case by placing decorations (such as stickers, markers, etc.) on the Chromebook or case. I understand that I will be required to remove such decorations and possibly pay appropriate fees for damage done to the Chromebook by such decorations.
13. I understand that my Chromebook is subject to inspection at any time, without notice and remains the property of the Ponca Public School District.
14. I will follow the policies in the “Ponca Public Schools Chromebook Acceptable Use Policies and Procedures” document while at school and outside the school.
15. I understand that inappropriate content found on the device is subject to disciplinary action.
16. I understand I may need to file a police report in cases of theft or vandalism.
17. I agree to return the Chromebook, case, power cord in good working condition or pay the appropriate fee.

I understand that this is a school owned device intended for educational purposes. I agree to the expectations stated in this document:

Student Name (Please Print): _____

Student Signature: _____ **Date:** _____

Parent Name (Please Print): _____

Parent Signature: _____ **Date:** _____

Paid Check out fee of \$25.00: Cash _____ Check _____

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a Chromebook to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none">• I will supervise my son's/daughter's use of the Chromebook while at home.• I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/ daughter's use of the Internet.• I will not attempt to repair the Chromebook or take it to anyone to repair it.• I will report to the school any problems with the Chromebook.• I will make sure that my son/daughter recharges the Chromebook battery nightly.• I will make sure my son/daughter brings the Chromebook to school every day.• I agree to make sure that the Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from Ponca Public Community School District.	<p>Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none">• When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Ponca Public Community Schools - especially the Student Code of Conduct - and abide by all local, state, and federal laws.• I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.• My Chromebook is my responsibility and will stay in my possession at all times.• I will not modify any software on the Chromebook.• I will honor my family's values when using the Chromebook.• I will not release personal information to strangers when using the Chromebook.• I will bring the Chromebook to school every day.• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.• I will clean my Chromebook using only the cleaner provided by the district.• I will never spray anything on the chromebook screen or keyboard for cleaning.• I will recharge the Chromebook battery each night.• I will return the Chromebook when requested and upon my withdrawal from Ponca Public Community Schools.