Lakeland School System
Chromebook Program Handbook and
Information Guide

2017-2018

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Superintendent

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In accordance with the Five Year Strategic Plan of the Lakeland School System (LSS) Board of Education, LSS district leadership has collaborated to develop a digital conversion plan for the system that not only provides students with access to up-to-date technology, but also builds capacity for teachers to improve overall instruction and access to information. This digital conversion initiative builds upon the work our teachers have done to become more comfortable communicating, collaborating, and connecting through the use of digital resources. Our hope is that, through this work, students become more effective learners and digital citizens.

The policies, procedures and information within this document apply to all student devices used in Lakeland School System, including any other devices considered by the District office to come under this policy. Teachers may set additional requirements for use in their classroom.

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### CHROMEBOOK SPECIFICATIONS

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brand</strong></td>
<td>ASUS</td>
</tr>
<tr>
<td><strong>Model</strong></td>
<td>C213SA Chromebook</td>
</tr>
<tr>
<td><strong>Operating System</strong></td>
<td>Chrome</td>
</tr>
<tr>
<td><strong>Processor</strong></td>
<td>Intel Celeron N3350 Processor (Turbo up to 2.4 GHz)</td>
</tr>
<tr>
<td><strong>Memory</strong></td>
<td>4GB LPDDR4 2400MHz (on board)</td>
</tr>
<tr>
<td><strong>Video Graphics</strong></td>
<td>Intel HD Graphics 500</td>
</tr>
<tr>
<td><strong>Hard Drive</strong></td>
<td>32GB eMMC + TPM 1.2</td>
</tr>
<tr>
<td><strong>Optical Drive</strong></td>
<td>No Optical Drive</td>
</tr>
<tr>
<td><strong>Display</strong></td>
<td>11.6&quot; HD (1366*768), Touch Screen, Anti-glare</td>
</tr>
<tr>
<td><strong>WebCam</strong></td>
<td>Dual Camera, 5MP / 1MP</td>
</tr>
<tr>
<td><strong>Network Card</strong></td>
<td>Intel 7265 (SU-MIMO)</td>
</tr>
<tr>
<td><strong>Wireless Option</strong></td>
<td>802.11 ac (2x2 dual band)</td>
</tr>
<tr>
<td><strong>Bluetooth</strong></td>
<td>Bluetooth 4.0</td>
</tr>
<tr>
<td><strong>Card Reader</strong></td>
<td>SD, SDHC, SDXC 3.0</td>
</tr>
<tr>
<td><strong>Keyboard</strong></td>
<td>Chiclet, 2mm travel distance</td>
</tr>
<tr>
<td><strong>Interface</strong></td>
<td>2x USB 3.1 G1 Type-C; 1x Combo Jack; 2x USB 3.0 Type-A; 1x Micro SD Card Reader</td>
</tr>
<tr>
<td><strong>Color/Finish</strong></td>
<td>Dark and Light Grey</td>
</tr>
<tr>
<td><strong>Dimensions</strong></td>
<td>12.1&quot;x7.8&quot;x0.8&quot;</td>
</tr>
<tr>
<td><strong>Weight</strong></td>
<td>≤ 2.65 (TBD)</td>
</tr>
<tr>
<td><strong>Battery</strong></td>
<td>45WHrs battery Li-Polymer</td>
</tr>
<tr>
<td><strong>Included</strong></td>
<td>Adapter with power cord</td>
</tr>
</tbody>
</table>

### RECEIVING THE CHROMEBOOK

Students who have pre-registered will receive their Chromebooks starting Tuesday, August 1st, following registration. Students who have not pre-registered will receive their Chromebooks during their first week of school.

Chromebooks will be distributed to LMPS students after a parent/guardian and the student:

- views the online Chromebook orientation video covering basic rules & responsibilities
- completes an online, post-video quiz to verify understanding and expectations
- reviews & signs the LSS “Equipment Agreement Form”
- reviews & signs the LSS “Student User Agreement Parent / Guardian Permissions Form”
- presents a padded backpack (with room for a 12-inch Chromebook) by August 1st - here are a few options: [http://bit.ly/BPOPTIONS](http://bit.ly/BPOPTIONS)
- pays the annual Chromebook maintenance fee ($50)

Parents are also encouraged to: 1) watch the video which provides an overview of how the laptops will be used for instruction by your child’s teachers; 2) review all forms and seek clarification for questions or sections not understood.
RETURNING THE CHROMEBOOK

Chromebooks and accessories must be returned at a pre-announced time during the final week of school so they can be checked for serviceability and be stored for the summer.

If a student withdraws from Lakeland School System (LSS) during the school year, receives a long-term suspension, or is expelled, the Chromebook must be returned at the time of departure or date of termination. If a student fails to return the Chromebook in satisfactory condition within five (5) school days after withdrawing from LSS, a theft report will be filed with the Shelby County Sheriff Department.

A member of the school administration (or his or her designee) will inspect the laptop for damage before releasing the student from further responsibility.

CHROMEBOOK MAINTENANCE FEE

Lakeland School System will charge an annual $50 Chromebook Maintenance Fee that will provide accidental damage and theft protection for the Chromebook. * Additional fees may be assessed.

TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care and maintenance of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be immediately reported to the LSS Technology department for an evaluation of the equipment. Such reports should be made to the student's home room teacher.

General Precautions

- The Chromebook is school property and all users will follow these procedures as well as the LSS Use of the Internet policy 4.406 (http://bit.ly/lss_policy4406) and other policies and procedures deemed necessary by LSS.
- Cords and cables should be inserted and disconnected carefully to prevent damage.
- Chromebooks must never be unattended, in an unlocked locker or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged & ready for school each day.
- Only LSS Technology Department labels and stickers may be applied to the Chromebook. Students should not remove any of the labels or stickers attached by LSS.
- The model of Chromebook being provided cannot be enclosed in a plastic case so decorating of the device is not possible. Stickers or other markings placed directly on the Chromebook will be considered damage and parents will be liable for the repairs.
- Chromebooks should be kept away from 1) food/drink; 2) younger siblings/children; 3) pets.
Carrying Chromebooks

- Students are required to have a padded backpack built for carrying a laptop. When the Chromebook is in the backpack, it should be alone in the padded area.
- Do not carry around the Chromebook while it is open.
- Do not place Chromebooks into the backpack while in tablet mode.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as this could cause damage and eventually break the screen.

Screen Care

Chromebook screens can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure placed on the lid or on screen itself.

- Do not lean on the screen at any time.
- Do not place anything on a closed Chromebook to avoid placing too much pressure on the Chromebook screen. This includes books in your locker and in your backpack.
- Clean the screen with only a soft, dry cloth or anti-static cloth; no cleansers of any type.

USING THE CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, students may access school information such as announcements, calendars, grades, and schedules on the school website or through various applications / software. Students must be responsible to bring their Chromebook to all appropriate classes, every day.

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 at school. Repeat violations may result in disciplinary action.

Chromebooks Being Repaired

If a Chromebook repair/service will take longer than two (2) days, a loaner Chromebook may be issued, subject to availability.

Charging the Chromebook

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. *Students should be careful about leaving a charging Chromebook hooked up at home as these are easily forgotten and often left behind.*

Background Photos & Profile Pictures

- Students can choose their own background image and profile picture. This should NOT be done during instructional time.
● Any media deemed inappropriate by LSS staff may not be used as a background photo or profile picture.
● Unauthorized pictures/images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and may result in disciplinary action.

**Sound, Music, & Games**

● Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
● Music may be allowed at the discretion of the teacher.
● Non-instructional gaming is not permitted.
● Students are responsible for having earphones at all times (provided by the parent).

**Printing**

In our digital environment, students will be asked to submit assignments online through LSS monitored platforms, so it will not be necessary for students to print at home or at school from their Chromebooks. If the student finds the need to print an item, they can share the file with a teacher who can then print the item for them.

**USING THE CHROMEBOOK AWAY FROM SCHOOL**

Students are allowed to connect to wireless networks on their Chromebooks. This will assist them with Chromebook use while at home or at the library. The policies outlined in this document and other district / school policies are applicable to off-campus use of a LSS provided device. Any violation of the policy may result in the student’s off-campus use privilege being suspended.

**Off-Campus Internet Access**

Students experiencing internet issues at home should contact their Internet Service Provider (ISP) for support.

If a student does not have internet access at home, they can complete an application for a take-home hotspot provided by LSS though T-Mobile’s *Project SAME*. Hotspots provided can only be used with the LSS Chromebook issued to that student.

Chromebooks need WIFI to access the internet. There is no Ethernet port on Chromebooks. If you have internet access but no wireless, you can purchase a separate USB 3.0 Ethernet Adapter, if needed, to connect the Chromebook to a wired network.

**MANAGING YOUR FILES & SAVING YOUR WORK**

**Saving to Google Drive**

Our Chromebooks save all downloads into the student’s LSS Google Drive account. Students will not have the option to save to the Chromebook itself. This ensures all student files are stored in a place that could be accessed from a different Chromebook if needed.
G Suite applications (Documents, Sheets, Slides, Drawings) save student work automatically. If work is done in any other application, it is the student’s responsibility to ensure work is saved.

Work accidentally deleted in a G Suite file can often be recovered using the Revision History feature. If a file itself has been deleted, it may be recovered by visiting the trash in that application & could possibly be recovered by the district’s Drive backup solution. Any employee can contact the LSS Technology Department if a student is in need of this assistance.

Network Connectivity

LSS makes every effort to ensure that the network is up and running 100% of the time. However, in the rare case that the network is down, the District will not be responsible for lost or missing data. It is a violation of the Acceptable Use Policy to use applications that bypass LSS filtering or to participate in unethical hacking. Repeat violations may result in disciplinary action.

SOFTWARE ON CHROMEBOOKS

Software

Software cannot be installed on Chromebooks. Chrome apps/extensions/bookmarks installed by the LSS Technology Department must remain on the device. Students can install Chrome apps/extensions/add-ons from an approved list via the LSS Student Collection page of the Chrome Web Store. A student may request an app or extension be considered for inclusion in the collection by using the form at http://bit.ly/addtocollection

Viruses / Malware

Chromebooks are controlled and monitored via the Google Management Console. This prevents most viruses from infecting the device. From time-to-time malware (pop-ups that won’t stop) may find its way into a Google account. Students needing assistance with malware removal should have their homeroom teacher complete a Tech Help form for that student.

Inspection

Students may be selected at random to provide their Chromebooks for inspection. If a student’s device is requested for an inspection, students will be asked to enter their password to provide access. If a student refuses, the LSS Technology Department has the ability to change the student’s password in order to gain access. LSS reserves the right to confiscate the Chromebook for any reason at any time if inappropriate materials are found on the Chromebook (or in a student’s Google account) or if suspicious activity is suspected.

Transfer of Files to Another Chromebook

If technical issues occur, the Chromebook may require servicing. No transfer of files is required since all student files are stored in Google Drive and since all Chrome settings (bookmarks, history, passwords) are saved to the student’s Google account.
Chrome OS Updates


Google Play Store

The Chromebooks being used may be able to run Android apps as allowed by LSS. Only approved Android apps will be pushed out to student accounts.

Find My Chromebook

LSS Chromebooks are useless to anyone not using an LSS Google account. Personal Google accounts cannot be used to sign in on an LSS Chromebook and the device cannot be wiped clean. It is a managed device that is set to automatically re-enroll in our domain.

However, if a Chromebook is missing or stolen, the LSS Technology Department can disable it as well as view specific information regarding the last time it was used (user signed in, IP number, geolocation).

Instructions for what to do if your Chromebook has been lost/stolen are found [later in this document](#).

**ACCEPTABLE USE**

The use of LSS district technology resources is a privilege, not a right. The privilege of using the technology resources provided by LSS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in a LSS school. 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 document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The LSS Discipline Procedures Policy #6.313 ([http://bit.ly/lss_policy6313](http://bit.ly/lss_policy6313)) 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 will be involved.**

**District / School Responsibilities**

- Provide internet access at school.
- Provide each student a managed, filtered, and monitored G Suite for Education account.
- Filter inappropriate materials while students are using LSS Chromebooks.
- Provide data storage in Google Drive. This will be treated similar to school lockers. LSS reserves the right to review, monitor, and restrict information stored on or transmitted via LSS district-owned equipment or accounts and to investigate inappropriate use of resources.
- Provide staff guidance and professional development to aid students in doing research in academically related activities and help ensure student compliance of the Acceptable Use Policy.
- Repair Chromebooks that malfunction.
**Parent / Guardian Responsibilities**

- Talk to your children about values and standards that should be followed on use of the internet, just as you do on the use of all media information sources such as television, telephones, movies, etc.
- During registration or other scheduled time, receive necessary information regarding the 1:1 program & sign appropriate forms (examples located in the back of this document).

**Student Responsibilities**

- Use Chromebooks and other technology devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to Chromebook and technology use.
- Report malfunctioning, damaged, lost, or stolen Chromebooks immediately to the student’s homeroom teacher or administrator.
- Secure Chromebooks against loss or theft.
- Help LSS protect our technology systems/devices by contacting an administrator about any security problems they may encounter (hacking of a device, unauthorized use of a password, etc)
- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately. Any student can perform their own Google Security Check-Up by visiting [https://myaccount.google.com/secureaccount](https://myaccount.google.com/secureaccount)
- Secure the Chromebook after they are done working to protect their work & information. Securing includes storing out of sight and in a restricted access location such as a locked school locker.
- If a student receives correspondence/files containing inappropriate/abusive language or if the subject matter is questionable, he/she is asked to inform a teacher immediately.
- Refrain from plagiarizing works they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- Respect the rights of copyright owners.
- Maintain the Chromebook in good working order.

**Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing LSS Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, demeaning, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports & other forms of student work.
- Playing non-instructional internet/computer games when class is in session.
- Use of outside data disks or external accessories without prior approval.
- Changing Chromebook settings (exceptions include personal settings such as background image, font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails or communications.
- Gaining access to other students’ accounts, files, and/or data.
- Use of school's internet/email accounts for financial/commercial gain or for illegal activity.
Use of anonymous and/or false communications to mislead, harm, bully, or harass another person is strictly prohibited.

Distributing 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, personal email, etc.

Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.

Vandalism (any malicious attempt to harm/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.

Bypassing the LSS web filter through a web proxy, phone tethering, and any other means.

Bullying as defined in LSS Policy Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation 6.304 (http://bit.ly/lss_policy6304) will not be tolerated.

If using the LSS device on a non-LSS provided network, use of websites and information that violate these procedures is prohibited.

Legal Propriety

Students must comply with trademark and copyright laws & license agreements. Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher or parent.

Plagiarism is a violation of Federal Law and LSS Policy. Credit must be given 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 LSS Use of the Internet Policy 4.406. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Student Conduct and Discipline

LSS administration reserves the right to assign discipline based on the severity of the student’s action. Violations of general student behavior policies will be subject to appropriate disciplinary actions.

If a student violates any part of these policies and procedures, his/her behavior will be considered contradictory to the standards/guidelines and at a minimum, appropriate disciplinary action will be taken.

PROTECTING & STORING THE CHROMEBOOK

Chromebook Identification

LSS has unique ways to identify each device. These identifiers are not to be tampered with and are to remain intact.

Storing the Chromebook

When students are not using their Chromebook, they should be stored in their locked lockers. Nothing should be placed on top of the Chromebook, when stored in the locker. Students are
encouraged to take their Chromebooks home everyday after school to charge them, regardless of whether or not they are needed that evening.

Chromebooks Left in Unsupervised Areas

Under no circumstance should Chromebooks be left in unsupervised areas which include, but are not limited to, the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and buses. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken to the main office immediately. Multiple offenses may result in disciplinary action.

REPAIRING OR REPLACING THE CHROMEBOOK

Family Responsibility

LSS provides Chromebooks to students to enhance their education. It is incumbent upon parents to stress to their children how important it is to take care of these tools while in their possession. LSS has established a nominal fee structure which will help insure these devices against theft as well as maintain them should one become damaged.

Fee Structure

- Annual Chromebook Maintenance Fee (per device) - $50
- Other fees as approved by LSS School Board

The Chromebook Maintenance Fee is collected at the beginning of each school year. Other fees will be collected when an incident occurs. All checks should be made payable to the student’s school.

Damage

If a Chromebook becomes damaged due to student negligence, the student should report the damage to their homeroom teacher and the teacher will in turn report that to the LSS Technology Department. Any fees assessed are expected to be paid within two weeks unless alternative arrangements have been made.

If a Chromebook repair/service will take longer than two (2) days, a loaner Chromebook may be issued, subject to availability.

Lost or Stolen

In the event the Chromebook is lost or stolen, the student/parents should follow the steps below as appropriate. The school will notify the LSS Technology Department. A loaner Chromebook may be issued, subject to availability.
Chromebook Lost While Out of School

Parent will immediately notify the school which will notify homeroom teacher who will contact the LSS Technology staff who will assist with an electronic search. The school will make a physical search to eliminate a misplacement there. Parent should continue to search at home. If after three (3) days the Chromebook cannot be located, the School Resource Officer will file a report with the Shelby County Sheriff’s Department.

Chromebook Stolen While Out of School

Parent will immediately notify the appropriate police department and obtain a copy of the police report. A copy of the police report must be submitted to the school within a reasonable amount of time. Failure to do so will result in a theft report being filed with the Shelby County Sheriff’s Department.

Chromebook Lost or Stolen While At School

The student must immediately notify their homeroom teacher who will inform the School Resource Officer. A report will be filed with the Shelby County Sheriff’s Department & a copy will be provided to the main office.

After the appropriate police report is filed, a replacement Chromebook will be issued. **More than two (2) instances of a missing Chromebook may result in loss of privilege.

* NOTE: The serial number for the Chromebook assigned to each student will be shared through Drive. Find it by going to a student’s LSS Google Drive and search for “Chromebook serial number”.

DIGITAL CITIZENSHIP

LSS will provide a Digital Citizenship Course in Schoology for all students to participate in. This course should be completed by Thanksgiving Break.

Teachers will incorporate digital citizenship instruction throughout the school year.
STUDENT USER AGREEMENT
PARENT/GUARDIAN PERMISSIONS FORM

As a student user of Lakeland School System electronic resources, I hereby agree to comply with the rules as outlined in the Acceptable Use Agreement and to communicate over the network in an appropriate fashion while honoring all relevant laws and restrictions.

STUDENT SIGNATURE: ____________________________

I understand that some objectionable materials may be accessed even with District content filtering in place. I understand that individuals and families may be held liable for violations. I will accept responsibility for guidance of internet use by setting and conveying standards for my son/daughter to follow when exploring online information and media on an independent basis. Lakeland School System cannot be responsible for ideas and concepts that my child may gain by his or her inappropiate use of the internet.

I understand and accept the conditions stated and agree to release, indemnify, and hold harmless, Lakeland School System, Lakeland Board of Education, and/or their employees or agents from any and all claims and liability associated with or arising from the above student’s independent use and/or access to the internet.

As the parent or legal guardian of the minor student signing above or as a student 18 years of age or older, I have read this contract, the Acceptable Use Agreement and the descriptions for Web Publishing and Media Coverage. I grant permission for this student in the following areas:

<table>
<thead>
<tr>
<th>Permission</th>
<th>Agree</th>
<th>Do NOT Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. This student has permission to access the internet under supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(any grade) or independently (3rd grade or older).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. LSS has permission to publish this student’s work and image on the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>internet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. LSS has permission to include this student’s name in positive media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>coverage of his/her class or school.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial one choice for each permission listed above and complete the following:

AUTHORIZING SIGNATURE (Parent, Guardian, or Student 18 or older) __________
DATE __________

SCHOOL ____________________________
GRADE/HOMEROOM ____________________________

NAME OF STUDENT (PRINT) ____________________________
DATE OF BIRTH ____________________________

PLEASE RETURN THIS FORM TO SCHOOL WITHIN 4 SCHOOL DAYS OF RECEIPT

For Office Use Only:
As the certifying official, the above named student has been instructed on safe and acceptable use of the network.

Date of Instruction ____________________________
Signature: Certifying Official ____________________________

Notice to School Officials: This form is to be placed in the student’s permanent file and the responses recorded in the appropriate fields on the demographic screen in the district’s student information system.

Lakeland School System offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, or disability and adheres to the provisions of the Family Rights and Privacy Act (FERPA).

Revised 5-12-17
NETWORK AND INTERNET USE AGREEMENT

A. Student Acceptable Use Agreement and internet Access

We are pleased to offer students of the Lakeland School System access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation, and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication. A listing of district-approved online technologies is available on the district website.

Our intent is to make internet access available to further educational goals and objectives. However, parents/guardians should be warned that if students disregard the guidelines of the school and/or system, they might find ways to access other materials via the internet that may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Lakeland School System supports and respects each family’s right to decide whether or not to approve independent internet access and communication. To gain access to the internet, all students under the age of 18 must obtain parental/guardian permission and must sign and return the attached form to the Principal or designee. Students 18 and over may sign their own forms.

Student Responsibilities
Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Student use must be consistent with the educational objectives of the Lakeland School System.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Computer, network, and cloud network storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school district servers nor will files be maintained indefinitely. Students should also be advised that they should have no expectation of privacy for any information created or communicated using Lakeland School System electronic resources or stored on District computers, servers, or in the cloud.

School and Parent Responsibility
Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and other potentially offensive media.

Schools will insure that procedures for access and standards of conduct regarding internet use are communicated to students. It is presumed that students given access will comply with district standards and will honor the agreements they have signed. The district cannot be responsible for ideas and concepts that a student may gain by his or her inappropriate use of the internet.

District Electronic Access and Internet Rules
The following uses of LSS electronic resources are not permitted and may result in disciplinary action:

- Violating existing board policy or regulation or local, state, or federal statute;
- Violating copyright laws;
- Using electronic resources for non-instructional purposes;
- Using obscene language;
- Sending or displaying offensive messages or pictures;
- Harassing, insulting, defaming or attacking others;
- Intentionally spreading viruses or malicious software or malware;
- Sharing personal login information or using another person’s login;

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• Trespassing in another’s folders, work, or files;
• Publishing personal information (name, address, photograph) without teacher/parent approval;
• Using an email account at school other than one provided by the district;
• Using district provided email for non-instructional purposes;
• Buying or selling on the internet;
• Using personal electronic devices at school without appropriate permission;
• Attempting to bypass network security to gain unauthorized access to information; and
• Intentionally wasting limited resources.

Sanctions

The use of the Lakeland School System electronic resources is a privilege, not a right, and inappropriate use may result in cancellation of privileges. Access entails responsibility. System administrators will deem what is inappropriate use and their decision is final.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.

B. Web Publishing

Web pages have been established for the Lakeland School System as a dynamic forum to educate and inform the public. This communication vehicle serves to publicize the goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the website is consistent with the educational aims of the District. Student work and image will not be published or displayed on any Lakeland School System website without the express consent of the parent or guardian of a student under 18 years of age or from the student if 18 years of age or older. Permission is indicated on the attached form.

In order to safeguard students, the following procedures have been established:

1. Pictures of groups of students involved in a school-related activity may be published without consent; however, the students shall only be identified by group name; students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award. In such cases, the student's parent/guardian or eligible student must give written consent (through the permission form above).

2. Contingent upon receiving signed releases from the minor student's parent/guardian or from the student 18 years or older, student work may be published on a the Lakeland School System website under the following guidelines:
   • Grades K-8 - Authors of electronically published work may be identified only by first name. Schools may choose to let students adopt “net names.”
   • Grades 9-12 - Authors of electronically published work may be identified by first and last name.
   • All student work published must pertain to a class project, course, or other school-related activity.

C. Media Coverage

The Lakeland School System periodically distributes press releases to the media that highlight the achievements of students and schools, as well as interesting educational and extracurricular programs happening throughout the school system. LSS press releases are designed to offer newspapers and TV media an opportunity to cover these positive stories in schools and classrooms.

Additionally, to recognize outstanding student/school achievements and promote the overall success of the school system, LSS may publicize press release information (including students’ names, photographs and student/school accomplishments) on district websites. In accordance with the Family Education Rights & Privacy Act (FERPA), no student’s personal information is shared with the media or published on a Lakeland School System website.

Permission to allow this student to be identified in positive media coverage (including the LSS district website) is indicated on the attached form.

Revised 5-12-17
Student Equipment Agreement Form: 2017 - 2018

LAKELAND SCHOOL SYSTEM

School Year: 2017 - 2018  School: Lakeland Middle Prep  LSS Student ID #: ______________

PRINT Last Name: ______________________  LSS Barcode: ______________________

PRINT First Name: ______________________  Serial Number: ______________________

BORROWER'S AGREEMENT: The borrower (student/parent named below) agrees to assume full responsibility for the safety, care, and maintenance of the Chromebook. While the Chromebook is in the borrower's possession, the borrower agrees to abide by all LSS policies. The Chromebook is the property of LSS, and as such, is subject to monitoring and search of contents at any time. Please note that the Chromebook is equipped with geolocation. There is NO expectation of privacy in location, use, or data stored on the Chromebook. The device must be returned to the district immediately upon request, at the end of the year, or upon departure or termination from the District.

While the equipment is in my possession, I agree to the following:

1. I will take care of my Chromebook as identified in the LSS Chromebook Program Handbook & Information Guide.
2. I will never leave the Chromebook unattended and understand that if found at school, I may be subject to discipline. If my Chromebook is damaged, lost, or stolen I will report it to the school immediately.
3. I understand the Chromebook is my responsibility and I will not loan it to other individuals.
4. I will know where the Chromebook is at all times.
5. I will bring a charged Chromebook to school daily and will protect it by only carrying it in a padded backpack.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will use my Chromebook in ways that are responsible, appropriate, meet LSS expectations and are educational.
9. I will NOT place decorations (such as labels, stickers, markers, etc.) directly on the Chromebook. I will not deface the LSS identifiers on my Chromebook.
10. I understand that my Chromebook is subject to inspection at any time, without notice and remains the property of LSS. I will provide my Chromebook login information to staff, immediately upon request.
11. I will follow the policies outlined in the Chromebook Handbook and LSS Use of the Internet policy 4.406 (and other policies and procedures deemed necessary by LSS) while at school, as well as outside the school day.
12. I understand that I am subject to disciplinary action if inappropriate content is found on the device.
13. I will file a police report in the event of theft or vandalism.
14. I agree to return the Chromebook, power cords, and any other accessories in good working condition.

Signatures below indicate agreement to stipulations above and as outlined in the Chromebook Program Handbook & Information Guide.

I understand that a non-refundable Chromebook Maintenance Fee of $50 is due each year for my student's device. I understand that other appropriate fees as specified by LSS may be assessed in the event of damage, a lost laptop, or a theft. I understand that in the event of a lost laptop, I will assist in the search and if it is not found within three (3) days, a police report will be filed by the School Resource Officer. I understand that in the event of a theft outside of school, I must provide a police report. I understand that I am to provide a set of headphones for my student.

To be completed by the STUDENT:

Student Signature

PRINT Legal First & Last Name  G Suite Username

Grade 2017-18 / Homeroom Teacher  Date Signed

To be completed by the PARENT/GUARDIAN:

Parent/Guardian Signature  Relationship

PRINT Legal First & Last Name  Best Phone Number

Email address  Date Signed

=====================================================================

FOR OFFICE USE: ________________ Technology Fee