Boone Elementary School Student-Parent Technology Policy

Terms:
This document has been written to establish an acceptable use policy regarding all forms of technology provided by Boone Elementary. Such technology devices covered by this policy include iPads, Windows-based laptops and desktops, Chromebooks, netbooks, printers, document cameras, LCD projectors, Promethean and SmartBoards, and headphones. Parents and students must comply at all times with the Boone Student-Parent Technology Policy and the Chicago Public Schools Student Code of Conduct (SCC), including the Student Guidelines for Acceptable Use of the CPS Network. The SCC supports our school in maintaining safe, nurturing, participatory, and productive learning environment. Refer to the SCC for the following technology-related disciplinary infringements: 1-7, 1-8, 2-11, 3-11, 3-13, 4-4, 4-7, 5-3, 5-5, 5-14, 6-2, 6-12

Any failure to comply may cause the suspension of student’s rights to technology for a specified period. Classrooms that utilize iPads for their curriculum may charge a non-refundable fee of $10 to help with potential app purchases and wear-and-tear maintenance.

At all times, the legal title to technology is maintained by CPS and Boone School. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Boone Student-Parent Technology Policy, the Chicago Public School Student Handbook and Code of Conduct, including the Student Guidelines for Acceptable Use of Technology.

Loss or Damage:
If any technology is damaged, lost, or stolen, you are required to report the incident immediately to a teacher. Students who intentionally damage technology devices will face disciplinary actions (SCC 4-4, 5-5, 6-12).

Terms of Agreement:
The right to use technology terminates no later than the last day of the school year, unless earlier terminated by Boone, or upon withdrawal from the school. Students agree to use the technology for educational purposes only. Any technology should never leave Boone’s premises.

Technology Usage
Use of Technology on the Network
Any technology accessing the Internet connection at school will have the same level of filter and firewall protection as all other devices on the premises. Students should not bypass the filtering system, as doing so will result in violation of the Student Guidelines for Acceptable Use of Technology Resources (SCC 3-13, 6-2).
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General Technology Rules
Students are responsible for the care of the technology that is to be utilized for their educational experience.

- No food or drink is allowed next to any device or in the computer lab(s).
- Cords and cables must be inserted and removed carefully.
- Protective covers should remain free of any writings, drawings, carvings, stickers, or labels that are not the property of Boone.
- Devices must never be left unsupervised ANYWHERE or ANYTIME. Unsupervised areas include the school grounds and cafeteria, computer lab, hallways, lockers, library, unlocked classrooms, and bathrooms. Any technology left in these areas are in danger of being stolen. Unsupervised items will be taken to the main office.
- Students are responsible for immediately notifying teachers if a problem arises on the devices.
- Any labels affixed to devices by CPS or by Boone should not be removed.

iPad Cases:
Boone’s iPads are encased in protective carry cases. These protective carrying cases provide the iPad with sufficient padding to protect it from normal treatment and provide a suitable means for carrying the iPad within the school. The following guidelines should be followed:

- iPads should never be taken out of their covers unless instructed to do so by a teacher.
- The iPad should always be inside the protective carrying case when being transported.
- Students will only be allowed to use the protective carrying case provided by Boone. Do not purchase different carrying cases for the iPads.

Screen Care:
Screens on items such as iPads, Chromebooks, netbooks, laptops, and desktop monitors can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure. To avoid damage and repair-time delays, please adhere to the following rules:

- Do not place anything near the devices that could put pressure on the screen.
- Avoid dropping the devices.
- Do not place anything in the carrying case that will press against the cover.
- Carry any portable technology with both hands.
- Clean the screen only with a soft, dry cloth.

Using Technology at School:
Any technology covered by this policy is a resource necessary for the learning experience. Teachers will communicate specific expectations regarding which resources will be used in any given class period. As the teachers introduce the technology into the curriculum, students will be assigned a number designated to them for a corresponding device in the classroom.
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Applications, Folders, and Profiles on Technology Devices:
Any applications, folders, and profiles originally installed by Boone must remain on the devices in usable condition and accessible at all times. The school has loaded applications needed for instruction. During the year, the school may add additional applications. All applications will reside in folders created by Boone. Students may not move or delete any application out of their predetermined folder structure. Students will not be allowed to sign into their own Apple IDs or personal email accounts or install any applications onto any device. Such actions will result in disciplinary ramifications.

Inappropriate Content:
● Inappropriate content will not be allowed on any devices (SCC 1-7, 2-6, 2-11).
● Presence of weapons; pornographic materials; inappropriate language; alcohol, drug, and/or gang related symbols or pictures will result in severe disciplinary actions (SCC 2-11, 5-14).

Online Harassment / “Cyberbullying”:
Students caught engaging in online harassment in any social media or “cyberbullying” on any technology will face disciplinary actions (SCC 3-11, 5-14).

Inspection:
Students may be selected at random to provide their technology for inspection to check for restricted images, applications, etc.

Email:
● Each student will be provided with their Google@CPS email.
● Students are not to utilize their personal email to be saved on any device.
● Students should only communicate with teachers through their Google@CPS email accounts. Teachers will not respond to any student emails from a personal email account.

Sound:
● Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
● Headphones may be provided to students. If provided by Boone, headphones must be treated with the same care as any other device.
● Headphones should not be worn at all unless instructed to do so by a teacher. Headphone usage can be taken away if student fails to comply.
Deleting/Moving Files:
- Students should not delete or move any software applications, folders, or files that they did not create or that they do not recognize. Deletion of certain files or applications will result in the student’s inability to complete class work.
- Deleting or moving files will result in students’ usage of technology to be revoked for a period of time.

Alteration of Device Settings:
When using any technology at Boone, students should recognize these devices are not their own personal property and alterations to any settings will face disciplinary actions. Such actions include:
- System-wide changes that affects the performance and appearance of any device
- Personalized settings
- Altering background images or “wallpaper”
- Inclusion of personal email accounts on any devices
- Unauthorized camera app usage
- Any other custom setting not authorized by a teacher or staff member

Music, Games, or Programs:
- Music, game, and other other programs/applications may not be downloaded or viewed on the Internet (SCC 1-7, 2-11) unless at teacher’s discretion where it pertains to educational use.
- Any music, game, or program downloaded with teacher’s discretion should be properly purchased and not be illegally obtained or pirated.
- Use of software that has been “cracked” or through use of product key generators (“keygens”) is forbidden as these items pose a risk to the safety and integrity of the network.

Unauthorized Access (Board Policy):
- Access to another person’s device or account without consent or knowledge is considered hacking and is unacceptable. Students caught hacking will lose their privileges for a period of time (SCC 5-14).
- Students accessing Google@CPS accounts should not share their username and password with any other student or peers.
- Student access to social media sites within the school building are not authorized unless a teacher allows use for educational purposes (example: Twitter).
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Students and Parents, please complete this form and return to your homeroom teachers.

___ YES, we agree to the terms and conditions of the Boone Student-Parent Technology Policy and understand that failure to comply can result in disciplinary actions with accordance to the Student Code of Conduct (SCC) issued by Chicago Public Schools.

Student’s Name: _______________________________________________________

Student’s Signature:_____________________________________________________

Parent/Legal Guardian Name: _____________________________________________

Parent/Legal Guardian Signature: _________________________________________

Homeroom: ___________________ Date: ________________________