

# Cypress Elementary School

## Chromebook Agreement

2023-2024



## Cypress Elementary School e-Learning Mission Statement

The mission of the e-Learning program in the Cypress Elementary School is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student for use at school and possibly at home at the discretion of school administration. The device ensures that students can access educational resources throughout the school day. Every student that has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Cypress Elementary School prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. Cypress Elementary School schools demonstrate that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. One goal is for students to consistently outperform regional and state performance in all core subject areas and to make great progress in closing the achievement gap for minority and low-income students. Cypress Elementary School is implementing the e-Learning initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content. Finally, the device further prepares students for the use of technology in college/careers.

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### Use of Technology

All students in grades PK -8 will have access to Google Chromebooks for educational use in school. This document provides students and parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in district's Student/Parent Handbook.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Cypress Elementary School Acceptable Use Policy.

## **Ownership of the Chromebook**

Cypress Elementary School retains sole right of possession of the Chromebook. Cypress Elementary School lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Cypress Elementary School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

## **Returning Your Chromebook**

### **End of Year**

At the end of the school year, students will be asked to turn in their Chromebooks and any peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full \$300.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

### **Transferring/Withdrawing Students**

Students that transfer out of or withdraw from Cypress Elementary School must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$300.00 replacement cost. Unpaid fines and fees of students leaving Cypress Elementary School may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

## **Rights and Responsibilities**

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Cypress Elementary School technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

### **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

### **Updates**

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebook.

## **Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- No additional virus protection is needed.

## **Content Filter**

The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school.

## **Software**

### **Google Apps for Education/G Suite**

Chromebooks seamlessly integrate with the Google Apps for Education/G Suite productivity and collaboration tools. This Suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

Google Classroom is a learning management system that Cypress Elementary School faculty are encouraged to use to provide students with assignments, announcements and other communications.

Student work is stored in the cloud.

### **Chrome Web Apps and Extensions**

- Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## **Chromebook Identification Records**

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

## **Users**

Each student will be assigned the same Chromebook for the duration of his/her time at Cypress Elementary School. Take good care of it!

## **Repairing/Replacing Your Chromebook**

### **Vendor Warranty**

- Chromebooks include a three-year hardware warranty from the vendor.
- The vendor warrants the Chromebook 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 Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

### **Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Complete Replacement Device & Accessories- \$300
- Screen - \$90
- Keyboard/touchpad-\$52
- Power Cord-\$25

### **No Expectation of Privacy**

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

### **Educational Use**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

### **Using Your Chromebook at School**

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

### **Chromebooks being repaired or forgotten at home**

- Chromebooks on loan to students having their devices repaired or forgotten may not be taken home, unless permitted by the school administration.
- Loaner Chromebooks **MUST NOT BE TAKEN** from the school and **MUST BE RETURNED** on the same day borrowed.
- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair or forgotten at home.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. Student and their parent/guardian is responsible for its safe return.

### **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.
- Violation may result in disciplinary action.

### **Backgrounds, Sound, and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

### **Printing**

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

All student work should be stored in an Internet/cloud application.

### **Logging into a Chromebook**

Students will log into their Chromebooks using their school issued Google Apps for Education/G Suite account.

Students should never share their account passwords with others.

### **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

### **Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Cypress Elementary School Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

### **Chromebooks Left at Home**

Students are required to bring their Chromebook to school every day. Repeat offenders who leave their device at home may receive a disciplinary action.

## **Chromebook Care**

### **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 reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended except locked in their hallway locker.

### **General Precautions**

- No food or drink should be next to a Chromebook; however, the school may designate acceptable use area(s).
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **Screen Care**

The Chromebook 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, heat, and light.

- Do not store a Chromebook 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.
- Do not put pressure on the top of a Chromebook when it is closed. **Asset Tags and Logos**
- All Chromebooks are labeled with a Cypress Elementary School asset tag.
- Asset tags and logos may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

### **Chromebooks left unattended**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, stairways 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 taken immediately to the office. Multiple offenses will result in disciplinary action.

### **Warranty and Insurance**

The school will repair or replace damaged equipment resulting from normal use and accidents. The school will make its best attempt to purchase replacement parts at the best possible price. Abuse or neglect may result in damages. Costs incurred are the responsibility of the student.

In case of theft, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office.

## **Proper Care and Handling of Chromebooks in the Classroom**

### **Chargers**

- Avoid bending the charger cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

### **Heat**

- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.

- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly. **Gravity - The Enemy of a Chromebook**
- Don't drop them. A drop can break the hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.

### **Liquids**

Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily.

Always put water bottles or any other liquids on the floor while using these devices.

### **The Screen**

- Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil.
- If you open the screen beyond its hinge limitation, it will break and be very costly to repair. It is not designed to open to a flat position. Keep Chromebook free from papers and other objects before closing it
- Do not pick it up by the screen.
- Don't place items on top of your Chromebook as the weight can cause damage to the screen. Always keep magnetic devices away from your Chromebook.

### **Keep It Clean & Refreshed**

- Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- Don't use aerosol sprays, solvents, or abrasives.
- To refresh the device, shutdown your Chromebook and disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Run UPDATES anytime a gray upward pointing arrow appears in the lower right corner of the screen.

### **Proper way to carry your Chromebook**

- Be sure to use both hands if you are moving your Chromebook.
- Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.



## Authorized users

The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse. Additionally, using someone else's account is subject to discipline.

## Keep your Chromebook secure

Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision. If using Chromebook cart, replace the Chromebook back to the assigned slot.

## Stay out of the inside

Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to your teacher or IT person in your school. Let a district technician handle any repairs that require the case to be opened.

## Digital Citizenship

### Appropriate Uses and Digital Citizenship

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. I will not enter other people's private spaces or areas.
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.

## Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

## Keeping Safe on Social Networks

### The quick tips for teens:

- Put everything behind password protected walls, that only friends can see.
  - Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
  - Blur or morph your photos a bit so they won't be abused by cyber bullies or predators.
  - Don't post anything your parents, principal or a predator couldn't see.
  - What you post online stays online - forever!!!! So ThinkB4U Click!
  - Don't do or say anything online you wouldn't say offline.
  - Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- 
- Stop, Block and Tell! (don't respond to any cyber bullying message, block the person sending it to you and tell a trusted adult).
  - R-E-S-P-E-C-T! (use good etiquette and respect the feelings and bandwidth of others).
  - Keep personal information private (the more information someone has about you, the more easily they can bully you).

### And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to [WiredSafety.org](http://WiredSafety.org).)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!

## Authorization for Electronic Network Access

In order to educate students in the most recent uses of technology, the District has implemented a number of ways for exploring information other than that found in traditional print form. The District believes it is in the student's best interest to enhance their ability to explore as many options as possible for obtaining information. Some of these methods of exploration unfortunately can lead to materials that may be contrary to one's beliefs and may be offensive in nature.

Although the District cannot guarantee students will not be able to access this type of material, the District in no way condones or encourages access to this information. In an effort to control access of these materials, the following guidelines have been developed to help control access to offensive materials that may be found through the use of technology.

1. The District expects that instruction in the proper use of technology will enhance curriculum objectives and be an integral part of the instructional program, and therefore teachers and administration will monitor the proper use of all technology.
2. Students utilizing online services must have the permission of and be supervised by the District professional staff.
3. Access to technology is a student privilege and the misuse of it can be punishable as any other offense against rules of proper conduct.
4. Vandalism, damage, or disabling the property of the District or of another person is strictly forbidden.
5. To access or impersonate another person's materials, information, or files is strictly forbidden.
6. All software to be permanently installed on computers must have the prior approval of the administration who will make sure proper license exists for its use.
7. Privately owned software cannot be permanently installed on hard drives.
8. Personnel are not to change the configuration of computers without the permission of the administration.
9. District owned software cannot be taken off the school premises without the approval of the administration.
10. District owned software may not be copied or manuals may not be reproduced unless permitted or allowed by law.

### **Access to Electronic Networks**

Electronic networks & associated accounts, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student to follow the terms of the *Authorization for Electronic Network Access*, or this policy,

will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment.

This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Cypress Elementary School Policy 7:180

## Cypress Elementary School Chromebook Agreement

**By signing the below, the student and their parent/guardian agree to follow and accept:**

This Chromebook Agreement in its entirety.

- Authorization for Electronic Network Access;
- The Website and Social Media Guidelines (below).
- That Cypress Elementary School owns the Chromebook, software and issued peripherals.
- If the student ceases to be enrolled in Cypress Elementary School, the student/parents will return the Chromebook in good working order or pay the full \$300.00 replacement cost of the computer. In addition, the student must also return both the Chromebook charger and any other purchased peripherals. Students may be charged for any piece that is not returned.

Also, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

- In no event shall Cypress Elementary School be held liable to any claim of damage, negligence, or breach of duty.

### **Website & Social Media Guidelines**

Think before you act because your virtual actions are real and permanent! · Be aware of what

you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges or employers to see. · Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away. Everyone should work together to make our digital environment safe.

By signing below, you are agreeing with the Chromebook agreement in its entirety:

Student Name (PRINT): \_\_\_\_\_ Parent/Guardian Name (PRINT): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_ Serial # \_\_\_\_\_