

# **HNCS Google Chromebook Rules, Regulations & Agreements**

In order to use the Google Chromebook for required class activities, you must be responsible and follow these rules and policies at all times. Violation of these regulations can result in loss in use of the device.

- **Only use the device that is assigned specifically to you;** do not let other students use or borrow your device unless directed by the teacher or staff.
- **This device is for school work only and must stay in the school. Do not take home unless prior approval in special situations by administration.**
- **Do not carry around in a backpack** or stack books/ other items on top of your chromebook.
- **Always return device to the charging station when not in use.** Never leave your device unattended.
- Shutdown and sign out completely when you are finished with your exercise, or class period
- **Students should not personalize their devices in any way;** this includes decals, screen savers, and downloading any software, application or short cuts that have not been allowed by the teacher (devices will be periodically checked for unauthorized downloads)
- **No food or drinks allowed around the devices**
- Follow the teacher's instructions about labeling documents/files prior to sharing or printing
- **If you notice that something is wrong with the device, report to your teacher immediately**
- Follow HNCS policies and school rules pertaining to the use of technology

## **Important Notes:**

- **Do Not Force** anything into the ports and slots on the side of the Chromebook
- **Do Not Jerk, drop or slam closed** the cover of the laptop computer
- **DO NOT** carry your Chromebook by the screen. Carry/hold your Chromebook like a book when closed, or securely by the base when open
- **DO NOT** put the Chromebook on the floor or on any unstable surface
- **DO NOT** leave your Chromebook unattended
- **DO NOT** drop the Chromebook or mistreat it

### **Students must:**

1. Respect and protect their own privacy and the privacy of others
  - **Use only your assigned h-school domain account**
  - **Keep your passwords secret**
  - Keep personal information such as: name, address, phone number, etc., offline
2. Respect and protect your school's electronic resources
  - Observe all network security practices
  - Treat equipment with care, report any damages, security risks or violations immediately
3. Respect and protect the copyrighted/intellectual property of others
  - Cite all sources appropriately
  - Follow all copyright laws
  - Use electronic communication devices appropriately to assure academic integrity, cheating will result in loss of privileges
4. Respect and practice the principles of community
  - **h-school email can only be used for schoolwork**
  - **Use electronic devices for schoolwork only**, no games or just surfing the web.
  - Communicate only in ways that are kind, responsible, respectful and lawful

### **Software:**

- a. Google Apps for Education
  - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools designed for

educational institutions. **This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms**

- All work is stored in the cloud and is accessible using the hnschool.com student's account 24/7 from any internet connected computer

b. Chrome Web Apps and Extensions

- Students are **not** allowed to install Chrome web apps and extensions from the Chrome Web Store without permission or approval
- Inappropriate material or use will result in loss of chromebook use privileges.

**E-mail Usage:**

- The primary purpose of the HNCS G-mail student electronic mail system is for students to communicate with their teacher(s), school staff, and fellow students to collaborate on school activities
- Students are responsible for good behavior while using school e-mail, just as they are in a classroom or school hallway
- Access to e-mail is given to students who agree to act in a considerate and responsible manner; access is a privilege – not a right and will be suspended for improper use
- Students are responsible for messages sent from their accounts, they should not share their passwords
- Students should not give out personal information over email, including home telephone numbers or home addresses
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will report any unusual activities such as "spam" communications, obscene email, or unauthorized communication by adults to the teacher or school's technology specialist
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff
- Email accounts are filtered; messages containing inappropriate language or content will be flagged
- Student email is provided by the district and is district property; HNCS reserves the right to archive, monitor and review all use of its

email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.

- Student email accounts will be removed from the system after: high school graduation, leaving the school district, or disciplinary actions; if necessary, HNCS , at its discretion, may close accounts at any time

### **Cyber Bullying:**

Cyber Bullying is bullying which is carried out through an online service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person. Any form of cyber bullying **will not be tolerated** under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, and inform your teacher quietly if needed. Students should not access chat-rooms or social networking sites that are not moderated or approved by the District, and should never give out any personal details over the Internet.

### **No Expectation of Privacy:**

Students have no expectation of confidentiality or privacy with respect to usage of any district technology. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student technology at any time for any reasons related to the operation of the District.

### **Content Filter:**

The district 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 filtered and monitored by the district.

### **Appropriate Uses and Digital Citizenship:**

While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. If necessary, 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 any 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 or location 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, 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.

I have read and agree to the HNCS Chromebook rules and regulations listed above.

Signed By: \_\_\_\_\_

Dated: \_\_\_\_\_