

## **NORWOOD PARK STUDENT Chromebook/Tech TERMS OF USE SY19**

INTERNET SAFETY 1. Student Users should never give out identifying information such as home address, school name, or telephone number in a public message such as chat room or newsgroups. 2. Student Users should avoid posting photographs of themselves in newsgroups or on websites that are available to the public. 3. Student Users should never arrange a face-to-face meeting with someone they “meet” on the Internet without parental/guardian permission. If a meeting is arranged, the meeting should be in a public place and the student’s parent/guardian should attend. 4. Student Users should never respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. 5. CPS recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at <http://www.fbi.gov/publications/pguide/pguidee.htm> .

### **ADDENDUM A**

**Title: STUDENT ACCEPTABLE USE OF THE CPS NETWORK Section: 604.2 Board Report: 03-0326-PO03 Date Adopted: March 26, 2003**

#### **Policy:**

#### **I. PURPOSE**

This policy, also referred to as the “Student Acceptable Use for Electronic Network Related Technologies and Access Policy” (“AUP”) sets forth the standards governing Chicago Public Schools (“CPS”) students’ use of the CPS Electronic Network Related Technologies and Access (“CPS Network”) system. This policy also sets forth the rules under which student authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the CPS Network and ensures CPS compliance with the Children’s Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the CPS network. Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the CPS Network is a privilege that is provided to help student authorized users complete and deliver educational obligations. The CPS Network provides student authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students’ educational experiences and complies with this policy and regulations established from time to time by the Chicago Board of Education (“Board”). CPS students, through their use of the CPS Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

#### **II. DEFINITIONS**

A. Chicago Public Schools’ Electronic Network Related Technologies and Access (“CPS Network”) is the system of computers, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the CPS Network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines, such as T-1, BRI, PRI, VPN, Dialup, Distance Learning Equipment, owned or leased by CPS. B. Distance Learning Equipment is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms

and offices in schools. C. Electronic Mail (email) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments. D. Internet is a worldwide telecommunications system that provides connectivity for thousands of other smaller networks. E. Other Electronic Devices include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure. F. Password is a secret word or series of letters and numbers that must be used to gain access to an online service or the Internet or to modify certain software (such as parental controls). G. Student Authorized Users are any students enrolled in any classes offered by CPS in a traditional classroom or virtual classroom setting. H. Website is a collection of "pages" or files on the Internet that are linked together and managed by a company, institution or individual.

### **III. GENERAL PROVISIONS**

A. STUDENT AUTHORIZED USERS All student authorized users shall adhere to the provisions of this policy as a condition for continued use of the CPS Network. It is a general policy of CPS to promote the use of computers in a manner that is responsible, legal and appropriate. This policy is enacted anytime there is a connection to the Board's hardwired or wireless network via outside lines such as T-1, BRI, PRI, VPN, Dialup, DSL, Distance Learning Equipment, Personal Digital Assistants, and other personal electronic devices.

B. DISCLAIMER Pursuant to the Children's Internet Protection Act, CPS uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Student authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, student use of the CPS Network is governed by this policy.

### **IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE CPS NETWORK**

A. ACCEPTABLE USES CPS students may use the various resources provided by the CPS Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of the CPS Network so that students will learn how Internet resources such as discussion boards, instant messaging and chat rooms can provide valuable educational information from classrooms, schools, and other national and international sources. In addition to using the CPS Network strictly for educational pursuits, students will be expected to follow generally accepted rules of network etiquette. These include, but are not limited to, the following: 1. Be polite. Do not become abusive in your messages to others. 2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language. 3. Keep

personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential. 4. Use these resources so as not to disrupt service to other student authorized users. 5. Do not upload post, email, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

B. UNACCEPTABLE USES Improper use of the CPS Network is prohibited. Actions that constitute unacceptable uses of the CPS Network and are not specifically addressed elsewhere in this policy include, but are not limited to: 1. Use of the CPS Network for, or in support of, any illegal purposes. 2. Use of the CPS Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. This will protect the user against allegations of intentionally violating this policy. 3. Use of the CPS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or “stalk” another individual. 4. Non-educational uses of the CPS Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying. 5. Making a statement of policy, either expressly or by implication, except for messages that quote policies, Board Rules, procedures, documents published by CPS, or other official sources. 6. Using Internet tools such as discussion boards, chat rooms, and instant messaging for personal rather than educational purposes. 7. Using profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities. 8. Plagiarizing any information gained on or through use of the CPS Network or any other network access provider. 9. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws. (If students are unsure whether or not they are using materials in violation of copyright provisions, they should ask their teachers or a school technology coordinator for assistance. School based personnel are encouraged to contact the Office of Technology Services if they have questions regarding use of copyright materials found through the CPS Network.) 10. Violating of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores is prohibited. 11. Using the CPS Network for financial gain or for the transaction of any business or commercial activities.

C. SECURITY All student authorized users are to report promptly any breaches of security violations of acceptable use and the transmission of web addresses or email information containing inappropriate material (as outlined in Section III B of this policy) to their teacher or the school principal. Authorized personnel will report such breaches to the Area Instructional Officer or designee or the Chief Technology Officer or designee of the Chicago Public Schools. Failure to report any incident promptly may subject the student authorized user to corrective action consistent with the Uniform Discipline Code (“UDC”), Board’s rules, and policies. In order to maintain the security of the CPS System, students are prohibited from engaging in the following actions: 1. Connecting to a modem to dial into any online service provider, or Internet Service Provider (“ISP”) or connect through a Digital Subscriber Line (“DSL”) while physically being connected to the CPS Network where a T-1 line is functioning. 2. Intentionally disrupting the use of the CPS Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, or

engaging in “hacking” of any kind, which is an illegal or unlawful entry into an electronic system to gain secret unauthorized information. 3. Intentionally spreading computer viruses or programs that loop repeatedly, or for the purpose of infiltrating a computer system without authorization or for damaging or altering without authorization the software components of a computer or computer system. 4. Disclosing the contents or existence of CPS computer files, confidential documents, email correspondence, or other information to anyone other than authorized recipients. Student authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems. 5. Downloading unauthorized games, programs, files, electronic media, and/or stand-alone applications from the Internet that may cause a threat to the CPS Network.

## **V. STUDENT WEBSITES**

1. Educational Purposes Student authorized users may create webpages as a part of a class activity. Material presented on a student’s class activity website must meet the educational objectives of the class activity. CPS has the right to exercise control over the content and/or style of the student webpages. Only those students whose parent(s) or guardian(s) have completed the attached Consent Form and Release (Attachment A) may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes. 2. Website Development Students designing websites should go to [www.schoolhosting.cps.k12.il.us](http://www.schoolhosting.cps.k12.il.us) for the directions and procedures they need to follow in developing their websites.

## **VI. MONITORING**

The CPS Network is routinely monitored to maintain the efficiency of the system. Student authorized users should be aware that use of the CPS Network, including their use of email, is subject to reasonable and appropriate monitoring by OTS/Norwood Park that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the UDC may be reported and will subject the user to sanctions specified either in the UDC or in this policy.

## **VII. ASSUMPTION OF RISK**

CPS will make a good faith effort to keep the CPS Network system and its available information accurate. However, student authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, CPS does not warrant that the CPS Network will be error free or free of computer viruses. In making use of these resources, student authorized users agree to release the Board from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the CPS Network. Student authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. CPS has no ability to maintain such information and has no authority over these materials. CPS makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the CPS Network from outside networks. Use of the CPS Network is at the risk of the student authorized user.

## **VIII. INDEMNIFICATION**

The student authorized user indemnifies and holds the Board harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the CPS Network that cause direct or indirect damage to the user, CPS, or third parties.

## **IX. SANCTIONS**

Failure to abide by this policy may subject the student authorized user to corrective action ranging from suspension of some or all access privileges up to and including expulsion and prosecutions according to the UDC. A violator must understand that if his or her privileges to use the CPS Network are revoked by a school faculty member that he or she has the right to appeal the revocation within thirty (30) days, in writing, to the principal of the school. The school principal's decision shall be FINAL. If an student authorized user's access to the CPS Network is suspended by CPS Network administrators as a result of violations of this policy, the student may appeal the suspension to the Chief Education Officer or designee. A violator must understand that if he or she is removed from the CPS Network, there shall be no obligation to provide a subsequent opportunity to access the CPS Network. Amends/Rescinds: Rescinds 02-0626-PO04 and 97-0325-PO2 Cross References: Legal References: 105 ILCS 10/1 et seq. (Illinois Student Records Act); Pub. L. No. 106-554 (Children's Internet Protection Act).

## **ADDENDUM B**

### **Norwood Park 1:1 Chromebook/Tech Program Liability Document**

**Computers obtained through Norwood Park come with a one-year manufacturer's warranty, which covers any hardware-related problems due to manufacturer's defect. Norwood Park will coordinate all hardware repairs with the manufacturer. Technology maintenance will be available before, during, and after school at specific times on school days. Students will be given a replacement computer.**

**Student and Parent(s)/Guardian(s) shall bear the risk of loss for a lost, stolen, or damaged computer or accessories due to accident, neglect or negligence from the date the student receives the computer until the return of the computer to Norwood Park , and shall be liable to Norwood Park for the replacement cost and other damages caused by such loss, theft, or damage due to accident, neglect or negligence as set forth in the Norwood Park School Student Chromebook/Tech Program Consent Form not covered by manufacturer's warranty as specified and further described in the Norwood Park Liability Document.**

**Repair of a computer that is accidentally damaged - dropped, spilled on, zapped by an electrical surge, etc. (what is referred to as "end user damage") - will not be covered by the manufacturer's warranty and is the responsibility of the Student and Parent(s)/Guardian(s).**

**The current costs to replace miscellaneous parts that are damaged by the user, lost or stolen, are approximately:**

Power Adapter: \$25 Screen: \$50 Back Screen Cover: \$45 Keyboard and touchpad: \$65 Motherboard: \$115 Battery: \$45 Complete Chromebook/Tech: \$269

**If a repair is software related, the computer will be restored to its original software configuration free of charge.**

**Hardware upgrades or modifications to the computer are not allowed. Should modifications be**

**made to the computer, such modifications will become the property of Norwood Park . Norwood Park has the right to restore the computer to its original state whenever we feel it is appropriate and necessary. Anything that is loaded on the local drive will be deleted. Students are responsible for backing up their school related files to an external drive or the cloud on a regular basis.**

### **Responsibilities**

What are my responsibilities? Participation in the Norwood Park Student Chromebook/Tech Program is a privilege that fosters great power. With great power comes great responsibility. Students are responsible for keeping the computer safe, charged, and in working order and your CPS network credentials secure. DO NOT share your CPS network username and password with others. The only function of the computer is school work.

What are acceptable uses of this and all Norwood Park /CPS technology? The Chicago Public Schools (“CPS”) Student Acceptable Use of the CPS Network Policy (AUP) sets forth the standards governing CPS students’ use of the CPS Electronic Network Related Technologies and Access (“CPS Network”) system. This policy also sets forth the rules under which student authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the CPS Network and ensures CPS compliance with the Children’s Internet Protection Act. The CPS AUP is attached or available at <http://policy.cps.k12.il.us/documents/604.2.pdf>, must be read and will be agreed to by signing the attached Consent Form.

What happens if the student breaks the guidelines of the AUP? Failure to abide by this policy may subject the student to corrective action according to the CPS Student Code of Conduct as deemed appropriate by the Administration.

Where will the Chromebook/Tech be stored? Every student will pick up and drop off their Chromebook/Tech in their homeroom each day. Each student will leave their Chromebook/Tech in their homeroom at the end of the day. The cart or locker will be locked.

### **Logistics**

Will the computers be used in each class every day? We do not promote the use of technology for technology's sake. The computer provides spontaneous, active learning through Internet research, data collection and analysis, and collaboration. Use of the computer in class will depend on the content area and the appropriateness of technology for the lesson being taught. It is expected that the type and frequency of use will vary according to the curriculum.

What happens to my child’s files if something happens to the computer or hard drive, for example? Students are responsible for their data. Students have unlimited space available via CPS’ Google Drive account and should save their files to this space on the cloud so it is accessible from any computer or device that can connect to the internet.

## **Norwood Park Student Chromebook/Tech Program Consent Form**

### **Parents/Students:**

Students will not receive their assigned Chromebook/Tech until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact Mr. Coors at [rwcoors@cps.edu](mailto:rwcoors@cps.edu)

### **Students:**

I acknowledge that I have read, understand, and agree to all terms in the Norwood Park Chromebook/Tech Program as outlined in this manual. I further understand that, as a student at Norwood Park School, I am responsible for appropriate behavior when using any Norwood Park technology resource, especially my assigned Chromebook/Tech. I understand that any damage will be my responsibility and my family's responsibility. I also understand that I should not use any other student's Chromebook/Tech even with their permission. Any damage should be reported immediately to my homeroom teacher. I also understand that if I break or misuse my Chromebook/Tech and it is taken away for a period of time, I will still be responsible for completing any and all assignments.

**I understand that this agreement will be binding during my entire career at Norwood Park .**

Student Name:

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Student Signature:

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Date: \_\_\_\_\_

### **Parent/Guardian:**

I acknowledge that I have read, understand, and agree to all terms in the Norwood Park Chromebook/Tech Program as outlined in this manual. I further understand that, as a parent of a student at Norwood Park School, I am fiscally responsible for my student's assigned Chromebook/Tech.

Parent Name:

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Parent Signature:

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Date: \_\_\_\_\_

## Norwood Park Student Chromebook/Tech Program Frequently Asked Questions (FAQ)

Why 1:1 Computing? The purpose of the Norwood Park Student Chromebook/Tech Program is to prepare students for their future, a global digital world where they will be expected to use information and technology to create, examine, explore, communicate and collaborate. Students leverage mobile computing at school and at home for their coursework, research, and collaboration. Integration of technology in the classroom expands the possibilities of teaching and learning.

How will this help my child as a student? Integrating technology into the classroom will extend the learning experience beyond the confines of the classroom by leveraging technology to solve problems, gather and evaluate information, and disseminate work efficiently. Technology allows for immediate feedback to both students and instructor about student understanding during direct instruction and classwork, enabling the instructor to optimize learning experiences for students in real time. One-to-one computing facilitates student focus and attentiveness in class through learning that is either self-paced and individualized or collaborative and cooperative.

How will they be using technology in class? In class, students are provided with digital spaces for research, collaboration, and publication. This allows for seamless transitions from classwork to homework, whether class collaborators live across the street or across town. We find this is a huge benefit, as students can't always meet easily to work on group projects or have other commitments with sports, clubs, etc.

Will this eliminate the personal touch of teaching? Not at all! Our goal is to have the students equipped with a tool that increases engagement and achievement, and individualizes student's learning experiences. Teachers recognize that technology integration is only one of the many tools they can and should utilize in the design and implementation of lessons. The relationship between teacher and student is an important one and will not be replaced by the use of computers in the classroom.

Will having computers make the students isolated? Studies show that students involved in one-to-one computing programs increase communication with teachers and other students. They also increase their teamwork skills. The computers also lend themselves to enhancing projects done as a group.

Will computers in the classroom be distracting? Computers are a tool that must be managed, just like pen and paper. The teacher is in control of the class and at any time can tell students to close the screens in order to have their full attention.

Will this enable cheating or plagiarism? Computers can have software installed that allows teacher monitoring of the computers during class time. This monitoring is a huge deterrent to misuse. Cheating and plagiarism are always considered very serious offenses and are dealt with according to the CPS Student Code of Conduct. Norwood Park will continue to help students understand and apply responsible and ethical standards in their work.

### **Financial**

Is there a cost participate in the program? No. The school owns the computer. Students participating in this program will be given a computer that they will use in their classes for instruction. Beyond mere



notetaking, the use of the computer is incorporated into all aspects of the class: classwork, homework, & assessment. Students develop 21st century skills, collaborating with students around the corner and around the world.

Why would I want my child to spend more time on the computer? In the past, intensive users of technology were stereotyped as loners. Today, we understand that digital spaces are social spaces; thus, intensive users of technology are extremely social today. In the future, students will interact socially and professionally in ways that are difficult to imagine. In this program, students have the opportunity to practice digital social skills within the context of supervised regular school work. Habits acquired in this environment are translatable to future social and professional situations.

What do you mean when you say 21st century skills? One example is the issue of information layering. In a paper world, we tend to think in a linear way, a succession of pages of static text. Digitally, information is increasingly being layered. Becoming skilled in the layering of information in digital texts is increasingly becoming a crucial academic and professional competency.

Since my child uses technology all of the time, doesn't she already have these skills? All around us, we see many people passively using technology to move pictures around, watch videos, and send snippets of text. In response to a growing number of people using technology to passively consume, the definition of digital literacy is evolving. Today, digital literacy describes technology users who are able to produce, rather than just consume; to be digitally literate means more than simply using a computer, it means using technology to solve problems.

I just bought a computer. Why can't my child just use that? Chicago Public Schools only allows personal computers on our guest wireless network. For security reasons computers on the CPS guest wireless system cannot access any resource behind the CPS firewall. Personal computers will not have access to the school website, school email, network files or additional class management systems.

What if there is a problem with this computer? Students receive on-site, real-time tech support at Norwood Park . If the technology department can't immediately fix the student's computer we will give them a spare replacement computer during their class periods. Furthermore, the fact that the technology support is school-based, your son or daughter assumes the responsibility of resolving issues, becoming more self-assured and independent in the process. There is no other warranty program that provides the scope of these services.

What is included? A Chromebook/Tech computer, AC adapter/power supply, manufacture warranty, and on-site tech support.

Why is this better than buying whatever computer I want from another retailer? If you purchase your own computer, you may not connect to the CPS network at school. Unfortunately, you are only allowed to connect to the school's guest wireless network per Chicago Public Schools security policy. The guest wireless network does not have access to CPS mail, files or our class management software which are all needed for instruction, even in non-1:1 classes. Additionally, no other warranty will provide on-site service and a spare computer while yours is being fixed. No calling an 800 number for support. Your son or daughter simply comes to the technology coordinator when they have time.

What happens if the computer does not work or is accidentally damaged? Computers obtained through Norwood Park come with a manufacture warranty which covers any hardware-related problems due to

manufacturer's defect. The Norwood Park Technology Department will coordinate hardware repairs with the manufacturer. While the machine is being repaired, the student will be given a replacement computer.

Just to make sure, if there is a problem that is due to manufacture defect do I have to pay? All repair of defective hardware is covered under the manufacturer's warranty and is of no cost to you.

If I drop the unit and crack the screen or spill water on it, do I have to pay? Yes. All end-user damage and accidental damage is 100% the responsibility of the family.

Who will own the computer? Norwood Park owns the computer.