

Personal Learning Initiative Policy

General Information

The PLI is an authentic 1:1 program designed to enhance your student's learning experience through building digital literacy.

A summary of important information about the PLI:

- Students in grades 5-8 will participate.
- Each student will be given a Chromebook device to use throughout the school year. This device is paid for by Germantown Hills School District and loaned to the student to be used as a resource (much like a traditional textbook).
- Students will utilize Chromebooks throughout the school year in various classes, using technology daily to enhance the curriculum and in turn developing critical skills necessary for a 21st Century student and citizen.
- Students will be responsible for the care and general use of the Chromebook they are given throughout the school year, including keeping the Chromebook charged and bringing the device with them to school every day.
- As part of the yearly enrollment fee, parents will pay a \$50 technology fee that will cover the normal wear and tear of the device. This fee **does not** cover lost or damaged items (i.e. lost charger or damaged screen).
- Students will be responsible for any damages (intentional or otherwise) to the Chromebook they are given outside of normal wear and tear.
- Students will no longer be allowed to use personal devices of any kind during the school day. Any personal devices must adhere to district and local school policies (off and out of sight-- please see your child's school handbook for further information) throughout the entire school day. Any students caught using personal devices throughout the school day are subject to disciplinary action.

All students in grades 5-8 will be issued Google Chromebooks for use in school. Students in grades 5-8 will be allowed to take Chromebooks out of the building*. The following information and policies provide students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that the use of District Technology is a privilege and not a right and that everything done on any district-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District 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.

To understand general technology expectations that enhance the PLI program, students and their parents/guardians are responsible for reviewing Germantown Hills School District #69 Acceptable Use Policy (located on the district website) and all other technology information, policies, and agreements (given during this registration process).

Parents/Guardians: Please read the following information carefully and discuss with your child (checking boxes and a signature will be required).

Ownership of the Chromebook

District 69 retains the sole right of possession of the Chromebook. The Chromebook is loaned to the student for the academic year for educational purposes only. The Chromebook will be collected from the student at the end of the school year. Moreover, District 69 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.

Responsibility for the Chromebook

The student is solely responsible for the Chromebook issued to him or her and must adhere to the following:

- Students must comply with the District's Acceptable Use of Technology Policy and all other technology policies when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 6-8 hours depending on type and amount of usage.) Students do have the option to leave their Chromebooks at school in their assigned classroom.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- It is highly recommended that students purchase a protective case.
- Students must promptly report any problems with, or damages to, their Chromebook using a trouble ticket and reporting to their homeroom teacher.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, logos, labels, or plastic casing.
- Students may not attempt to install or run any operating system, software, or browser extensions on the Chromebook other than the ChromeOS operating system and other software and extensions supported and installed by the District and its faculty and staff.

Responsibility for Electronic Data

The student is solely responsible for any data associated with or located on his or her Chromebook or in his or her Google Apps For Education Account. Students are responsible for backing up their data to protect from loss. Users of District 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.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. Protect Others: I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. Respect Intellectual Property: I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the 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 use free and open-source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

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 Use of Technology policy.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. All policies that apply to the student's original loaned Chromebook also remain in effect for the temporary/loaned device or a replacement device. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the financial responsibility of the student, including accidental damage such as dropping the device. All repairs will be coordinated through the District. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. A student who accidentally or intentionally breaks another student's device will be financially responsible for that device. Spare parts must be purchased/implemented through the district; students and parents/guardians are not allowed to purchase/replace original items with third-party items for Chromebooks (i.e. third-party chargers).

Personal Learning Initiative Procedures And Information

General Information

The mission of the Personal Learning Initiative at Germantown Hills School District #69 is to create a collaborative and equal learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing student engagement with content and promoting the development of self-directed and lifelong learning. Students will transition from consumers of information to creative producers and owners of knowledge.

Germantown Hills School District #69 endeavors to prepare 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 the secondary educational experience.

Receiving Your Chromebook

All parents/guardians and students are required to check boxes below and sign during the re-enrollment/registration process prior to using a District Chromebook. Once the parent/guardian and student have both initialed and signed the Personal Learning Initiative Agreement section, the student will be given a Chromebook device at the beginning of the school year.

Returning Your Chromebook

- **End of Year:** At the end of the school year, students will turn in their Chromebooks along with the charger. Failure to turn in a Chromebook charger will result in the student being charged the full \$25.00 replacement cost. Failure to turn in a Chromebook device will result in the student being charged the full \$250.00 replacement cost. Failure to turn in both the Chromebook device and the Chromebook case will result in the student being charged the full \$265.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- **Transferring/Withdrawing Students:** Students that transfer out of or withdraw from Germantown Hills School District must turn in their Chromebooks and cases to their school office on or by their last day of attendance. Failure to turn in a Chromebook device will result in the student being charged the full \$250.00 replacement cost. Failure to turn in both the Chromebook device and the Chromebook case will result in the student being charged the full \$265.00 replacement cost. Unpaid fines and fees of students leaving Germantown Hills School District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be submitted to the Germantown Hills School District #69 Technology Department as soon as possible so that they can be taken care of per district policies and procedures. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

- 1) General Precautions
 - a) No food or drink should be next to Chromebooks.
 - b) Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
 - c) Chromebooks should not be used or stored near pets.
 - d) Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
 - e) Chromebooks must remain free of any writing, drawing, stickers, and labels.
 - f) Heavy objects should never be placed on top of Chromebooks.
- 2) Cases
 - a) It is suggested that a protective case be purchased by the student for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
 - b) Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- 3) Carrying Chromebooks
 - a) Always transport Chromebooks with care and in district-issued protective cases. Failure to do so may result in disciplinary action.
 - b) Never lift Chromebooks by the screen.
 - c) Never carry Chromebooks with the screen open.
- 4) Screen Care
 - a) The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, most cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
 - b) Do not put pressure on the top of a Chromebook when it is closed.
 - c) Do not store a Chromebook with the screen open.
 - d) Do not place anything in the protective case that will press against the cover.
 - e) Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, usb drives, etc.).
 - f) Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- 5) Asset Tags (red tag on bottom of Chromebook)
 - a) All Chromebooks will be labeled with a District asset tag.
 - b) Asset tags may not be modified or tampered with in any way.
 - c) Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

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 faculty or staff.

- 1) If a student does not bring his/her Chromebook to school
 - a) A student may report to the office to call their parent/guardian to have their parent/guardian bring it to school.
 - b) Students are expected to bring their Chromebook to school every day. If a student repeatedly fails to bring his/her Chromebook to school, he/she may face disciplinary action.
 - c) Chromebooks can be checked out in the office to students who forget and/or leave their device at home.
 - i) After 3 offenses the Chromebook must be left at school
 - (1) Parents will be notified of each offense
- 2) Charging Chromebooks:
 - a) Chromebooks must be brought to school each day with a full charge.
 - b) Students should charge their Chromebooks at home every evening.
 - c) Students who lose the charger that comes with their Chromebook will be financially responsible to purchase a replacement charger through the District.
- 3) During Chromebook Repair:
 - a) Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
 - b) A student borrowing a Chromebook must abide by the same policies and agreements they signed for their original Chromebook and will be responsible for any damage to, or loss of, the loaned device.
 - c) Chromebooks on loan to students having their devices repaired may be taken home.
 - d) The Technology Department will contact students when their devices are repaired and available to be picked up.
- 4) Backgrounds and Themes:
 - a) Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- 5) Sound:
 - a) Sound must be muted at all times unless permission is obtained from faculty or staff.
 - b) Students should use headphones when directed to do so by faculty or staff.
 - c) Students are required to have their own personal set of headphones for sanitary reasons. Students must bring their headphones with them each day in case the use of headphones is required (such as during state standardized testing).
- 6) Printing:
 - a) Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- 7) Logging into a Chromebook:
 - a) Students will only be allowed to log into their Chromebooks using their school issued Google Apps for Education account.
 - b) Students should never share their account passwords with others unless requested by an administrator.
- 8) Managing and Saving Your Digital Work With a Chromebook:
 - a) The majority of student work will be stored on Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet-connected devices.
 - b) Some files may be stored on the Chromebook's hard drive.

- c) Students should always remember to save frequently when working on digital media when applicable.
- d) The district will not be responsible for the loss of any student work or data.
- e) Students are encouraged to maintain backups of their important work on a portable storage device (i.e. USB drive) 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 to complete schoolwork. A wireless 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 Germantown Hills School District #69 Acceptable Use of Technology Policy and all other technology policies, guidelines, and agreements whenever and wherever they use their Chromebooks.

Operating System and Security

Students may not use or install any operating system (other than the most current version of ChromeOS), software, or extensions on their Chromebook other than what is installed, managed, and supported by the district. Only authorized faculty and staff may install apps and extensions on Chromebooks. Students found in violation of this policy will have their Chromebook use revoked.

1. Updates:
 - The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
2. 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.
 - There is no need for additional virus protection.
3. VPN Use:
 - Students are not authorized to use a VPN or VPN service of any kind with their Chromebooks. If VPN use is detected or discovered, the student's Chromebook use will be revoked immediately.

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, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the Technology Department to request the site be unblocked. Students discovered using a VPN of any kind to bypass the district's content filter will have their Chromebook use revoked immediately and indefinitely and face further possible disciplinary action.

Go Guardian is the product the district has purchased to fulfill this role. District staff is alerted when inappropriate content is accessed and students will be subject to the acceptable use policy and consequences.

Software

- 1) Google Suite (G-Suite) For Education
 - a) Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Google Sheets, Google Slides, Google Forms, Google Drawings, Google Classroom, and other Google-supported software.
 - b) All work is stored in the cloud.
- 2) Other Software and Extensions
 - a) Faculty and staff who have been authorized may place additional software, apps, and extensions on student Chromebooks to enhance the curriculum.
 - b) Students are not allowed to install any additional software, apps, or extensions on their Chromebooks.

Chromebook Identification

- 1) Records:
 - a) The district 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.
 - b) Students caught tampering with, altering, or attempting to change ownership records will be subject to disciplinary action.
- 2) Users:
 - a) All students will be assigned the same Chromebook for the duration of their time at Germantown Hills School District #69 and/or until the device is replaced by the District. Please, take good care of your device!
 - b) Each user should use only the Chromebook that has been assigned to him or her. Students should not let another student use their device, nor should they use another student's device.

Repairing/Replacing Your Chromebook

- 1) Repair:
 - a) All Chromebooks in need of repair must be brought to the Germantown Hills School District #69 Technology Department as soon as possible.
- 2) Estimated Repair Costs (subject to change at any time):

The following are **estimated** costs of Chromebook parts and replacements:

- a) Full Replacement (Chromebook and Charger) - \$250.00
 - b) Charger - \$25.00
 - c) Screen - \$30.00
 - d) Keyboard/touchpad - \$60.00
 - e) Case - \$15.00
- 3) Optional Insurance (subject to change based on your insurance policy and coverage):
 - a) Some items may be covered by your Homeowners and/or Renters policy. Please check with your insurance agent.

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 district-related or personal purposes, other than as specifically provided by law. The District 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 District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Chromebooks are for educational purposes and uses only.

Monitoring Software

Teachers, school administrators, and the Germantown Hills School District Technology Department may use monitoring software that allows them to view the screens and activity on student Chromebooks at any time.

Appropriate Uses and Digital Citizenship

District-issued Chromebooks should be used for educational purposes only and students are to adhere to all district and school policies at all times while using district-provided technology, including Chromebooks. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens and adhere to all policies and guidelines as put forth here in the Personal Learning Initiative Information, Guidelines, Policies, and Agreements; the Germantown Hills School District #69 Acceptable Use of Technology Policy; and all other technology, network, and communications policies.

Personal Learning Initiative Agreements

Please read through all agreements below and check the boxes indicating your digital agreement/signature.

Agreements Overview

By checking the boxes below (and by providing a digital signature at the end of this re-enrollment/registration packet), the parent/guardian, on behalf of his or her student, agrees that they have read, understand, accept, and will follow all information, guidelines, and policies as listed above and during the re-enrollment/registration process. They also agree that they have read, understand, accept, and will follow:

- The Germantown Hills School District #69's Acceptable Use of Technology Policy.
- All other Germantown Hills School District #69's' Technology, Network, and Communications Policies, including the Google Apps For Education Agreement.
- All Personal Learning Initiative Information, Guidelines, Procedures, and Policies for Students and Parents (listed above).
- All website and social media guidelines (below, but not limited to).
- That Germantown Hills School District #69's owns the Chromebook, software, and any issued peripherals.
- If the student ceases to be enrolled in Germantown Hills School District #69's, the student and/or parent/guardian will return the Chromebook in good working order or pay the full replacement cost of the device and any missing peripherals.

- In no event shall Germantown Hills School District #69's be held liable to any claim of damage, negligence, or breach of duty.

Internet and Social Media Guidelines and Agreements

Online presence, especially in regards to social media, is rapidly becoming unavoidable. We want students to engage with the online world in healthy and educationally appropriate ways. We ask that parents and students read through the following information carefully and discuss what it means to be a "digital citizen," including how actions taken online can have real and permanent consequences in the real world.

Parents and students, please read each area and check the boxes below to indicate you understand, agree with, and accept the following guidelines:

- 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, parents, family, 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 birthdates, and pictures/video. 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 or works without attributing your sources. It is good practice to hyperlink to your sources.
- Be aware that pictures/video/music may all 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.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Internet and Social Media Agreement Confirmation

- I, the parent/guardian of my child, have read, understand, and agree to the above information and policies.
- I, the student (or my parent/guardian on my behalf), have read, discussed with my parent/guardian, understand, and agree to the above information and policies.
- I, the parent/guardian of my child, have discussed the above information and policies with my child and he/she understands and agrees to follow all social media and internet policies and practices.

Student Agreement of Personal Learning Initiative and All Other Technology/District Policies

I have read and discussed with my parent/guardian all information, guidelines, and policies relating to the Personal Learning Initiative provided to me here during the registration process. I understand, accept, and agree to all information, guidelines, and policies related to the Personal Learning

Initiative, including local school, district-wide, and other policies, including but not limited to, technology, network, and communications policies. I will hold harmless Germantown Hills School District #69's employees, agents, or board members for any harm caused by the district's technology, equipment, communications networks, and/or Internet access (including any and all materials accessed through the Internet). I accept full responsibility for my actions and data at all times when using any of Germantown Hills School District #69's technology, equipment, communications networks, and Internet access (including any and all materials accessed through the Internet). I have read and discussed all information, guidelines, and policies (and all other technology policies, including the acceptable use policy) relating to the Personal Learning Initiative with my parent/guardian. By checking the boxes below, I am indicating (or my parent/guardian is indicating on my behalf) that I understand, accept, and agree to follow all information, guidelines, and policies listed above, in the other sections of this re-enrollment/registration packet, and in the student handbook.

Parent/Guardian Authorization and Agreement of Personal Learning Initiative and All Other Technology/District Policies

I have read all information, guidelines, and policies relating to the Personal Learning Initiative provided to me here during the registration process. I understand, accept, and agree to all information, guidelines, and policies related to the Personal Learning Initiative, including school, district-wide, and other policies, including but not limited to, technology, network, and communications policies. I will hold harmless Germantown Hills School District #69's employees, agents, or board members for any harm caused by the district's technology, equipment, communications networks, and/or Internet access (including any and all materials accessed through the Internet). I accept full responsibility for supervision if and when my child's use is not in a school setting. I also accept full responsibility for my child's actions with and use of Germantown Hills School District #69's technology, equipment, communications networks, and Internet access (including any and all materials accessed through the Internet). I have read and discussed all information, guidelines, and policies (and all other technology policies, including the acceptable use policy) relating to the Personal Learning Initiative with my child. By checking the boxes below and by providing a digital signature at the end of this re-enrollment/registration packet, I am indicating that my child and I both understand, accept, and agree to follow all information, guidelines, and policies listed above, in the other sections of this re-enrollment/registration packet, and in the student handbook.

Personal Learning Initiative Agreement Confirmation

- I, the parent/guardian of my child, have read, understand, and agree to all PLI information and policies.
- I, the student (or my parent/guardian on my behalf), have read, discussed with my parent/guardian, understand, and agree to all PLI information and policies.
- I, the parent/guardian of my child, have discussed the above information and policies with my child and he/she understands and agrees to follow all Personal Learning Initiative procedures and policies.