

Chromebook Acceptable Use Regulations 2020-2021

Amani Public Charter School has purchased Chromebook technology for selected grade levels. The students in these selected grade levels will be issued an Amani Chromebook containing certain applications selected by Amani.

Receipt of and access to an Amani Chromebook is a privilege not a right. To be eligible to receive or use an Amani Chromebook, students and their parents/guardians are required to review this Regulation and sign the accompanying agreement in which they acknowledge receipt of this Regulation, represent they reviewed this Regulation and agree to their obligations with respect to the use and protection of an Amani Chromebook and its related hardware, software and accessories.

Amani provides technology resources, including but not limited to Amani Chromebooks, to support its educational mission. Amani's objective in making Chromebooks available to its students is to provide an alternative mode of academic content delivery, consistent with advances in technology that facilitates resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of Amani's technology resources carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in this Regulation, Amani's Student/Parent School Handbooks, its Email and Electronic Communications and Internet Policy and its Acceptable Use Policy. No set guidelines or rules can cover every contingency. Therefore, in addition to complying with the guidelines and requirements of this Regulation as well as Amani's Policies and Handbooks, it is expected that members of Amani, including but not limited to students, teachers, administrators and parents/guardians, will use all types of computing devices made available by Amani, Amani's network and all other Amani technology resources in a responsible, ethical, and legal manner at all times.

Amani retains sole right of ownership of any distributed Chromebook and related equipment. Amani Chromebooks will be issued to students according to the guidelines set forth in this Regulation. **Use of Amani's technology resources, including distributed Chromebooks, is not private. Amani retains the right to collect and/or inspect a Chromebook it has distributed at any time, and to alter, add, or delete installed software or hardware. The Amani reserves the right to and will access, view, monitor and may disclose any data, records, files, material and communications (including e-mail, text messages, instant messages, voicemail messages and all other messages) generated, stored or transmitted through an Amani Chromebook to monitor and maintain its operational functions, to ensure all users are using Amani Chromebooks responsibly, to ensure all users are using Amani Chromebooks in compliance with the rules and guidelines set forth in this Regulation and all other applicable Handbooks and Policies and to investigate claims or complaints of violations of such rules and guidelines.**

Members of Amani, including but not limited to students, teachers, administrators and parents/guardians should have no expectation of privacy in any use made of or material generated, stored or transmitted through Amani's technology resources, including but not limited to Chromebooks, even if labeled “private,” “confidential” or the equivalent. The material that may be accessed, viewed, monitored or disclosed includes records of access to and content in web-based, password-protected accounts accessed through an Amani Chromebook. A student’s use of a Amani Chromebook constitutes his/her consent to this access and disclosure.

The “deletion” of any data, records, files, materials and/or communications may not eliminate it from an Amani Chromebook and Amani reserves the right to access, retrieve, view, monitor and disclose any “deleted” data, records, files, materials and/or communications. Amani also reserves the right to remove, delete, modify, or otherwise disable access to any materials that infringe copyright or are otherwise illegal, violate this Regulation or are determined to be inappropriate under the guidelines and purposes set forth in this Regulation and other applicable Amani Handbooks and Policies.

Any person having questions regarding the terms or application of this Regulation or use of an Amani Chromebook should seek clarification from Amani's Director of Technology or his/her designee or from a School Building Administrator.

1. CHROMEBOOK DISTRIBUTION AND RETURN

1.1 Chromebook Distribution

Parents/Guardians and students must complete the Pledge and Parent/Guardian Form associated with this Chromebook Acceptable Use Regulation each year and before a new Amani Chromebook will be distributed to a student.

1.2 Chromebook Return

All students who receive an Amani Chromebook must return it to designated Amani personnel as directed along with its case and charger.

Students who graduate, transfer, withdraw, or are expelled from school during the school year, must surrender Amani Chromebook upon termination of enrollment. Students whose possession of or access to an Amani Chromebook has been revoked for any reason, must return Amani Chromebook, case and charger within 72 hours of receiving notice of the revocation.

1.3 Chromebook Return Penalty

While assigned to a student, if an Amani Chromebook is stolen, the theft must be reported to Amani officials and to the resident's local police in a timely manner. A copy of any police report concerning an Amani Chromebook must be furnished to Amani by the student or his/her parent/guardian.

If a student fails to return Amani Chromebook when instructed or upon termination of enrollment at Amani Public Charter School or upon revocation of the privilege to possess an Amani Chromebook, then the student and/or parent/guardian will be subject to criminal prosecution and/or civil liability. Failure to return Amani Chromebook may result in a theft report being filed with Amani's local police. In addition, if a student fails to return an assigned Amani Chromebook as required, the student and parent/guardian are responsible for the replacement cost of Amani Chromebook, or any applicable insurance deductible.

1.4 Chromebook Repair and Replacement

Subject to the provisions of Amani's Chromebook Protection Plan, the student and/or parent/guardian are responsible for any damage to an Amani Chromebook caused by neglect or abuse and are responsible for excess wear and tear to Amani Chromebook. In addition, Students will be held responsible for ALL intentional damage to their Amani Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. The student and/or parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of Amani Chromebook.

Students and/or their parents/guardians will be charged for the actual replacement cost of any assigned Amani Chromebook and related items that are lost.

2. TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by Amani.

Amani Chromebooks that are broken or fail to work properly must be taken to Amani's Director of Technology or his/her designee for an evaluation of the equipment.

If a student believes the Chromebook he/she has been issued by Amani has been infected with a virus, has a possible security problem, is unresponsive or is experiencing other performance impairments, he/she must immediately notify Amani's Director of Technology or his/her designee.

2.1 General Requirements

- ❖ Amani Chromebook is school property and all users will follow the guidelines and rules contained in this Regulation as well as those in the Amani Public Charter School Email and Electronic

Communications and Internet Policy and its Acceptable Use Policy.

- ❖ Cords and cables must be inserted carefully into Amani Chromebook to prevent damage.
- ❖ Amani Chromebook's must remain free of any writing, drawing, stickers, or labels that have not been placed on Amani Chromebook by the Amani Public Charter School.
- ❖ When not in the student's possession, the student's assigned Amani Chromebook must always be stored in a secured location.

2.2 Chromebook Care

Students will be responsible for protecting Amani Chromebook from damage and providing suitable means for carrying and storing the device within school and outside of school. The guidelines below should be followed:

- ❖ Avoid placing pressure and/or weight (such as folders and workbooks) on Amani Chromebook screen.
- ❖ The Amani Chromebook should only be used in a safe environment and not while the user is walking, driving or involved in any activity that may put Amani Chromebook or user at risk of being damaged or injured respectively.

3. USING THE CHROMEBOOK AT SCHOOL

Amani Chromebooks are intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, planners, calendars, and schedules may be accessed using Amani Chromebook. Students are responsible for bringing their Amani Chromebook to school fully charged unless specifically instructed not to do so by their building administrator.

3.1 Chromebook Left at home

If a student leaves his/her Amani Chromebook at home, he/she should not expect to be issued a "loaner" Chromebook to use for the day. Students are responsible for completing course work missed due to their failure to bring their Amani Chromebook to school.

3.2 Chromebook Undergoing Repair

A loaner Chromebook may be issued to students when their Amani Chromebook has been sent for repairs.

3.3 Charging a Chromebook's Battery

Students need to charge their Amani Chromebook each evening. Charging may take more than four (4) hours.

3.4 Passwords

The Amani Chromebook will be password protected. Students are prohibited from sharing their passwords with anyone except their parents/guardians. Each student is responsible for any and all use of his/her assigned Amani Chromebook and any and all content stored in it, regardless of whether the student was the individual actually using Amani Chromebook or the individual who created or obtained the content on it. A student in whose name an Amani Chromebook is issued is responsible at all times for its proper use. Guest login has been disabled on the Chromebooks. Students can only login using their Amani provided network credentials.

3.5 Lock Screen and Home Screen

A standard lock screen and home screen will be present on Amani Chromebook and may be customized by the student so long as only school appropriate graphics/content are utilized

3.6 Photographs, Music, Games, Programs and other Content

The School Amani reserves the right to monitor all content contained on an Amani Chromebook. All content must be school appropriate. Storage space for photographs, music, videos, games, or programs will be limited and such content is not private.

Students must comply with all laws governing technology including but not limited to intellectual property rights, such as copyright. Students must recognize that materials accessible and/or received through Amani Chromebook may be protected by copyright and/or other intellectual property laws. Students must give credit for all materials obtained through Amani Chromebook that are subject to intellectual property right protections, including but not limited to written expression, paintings, music, photographs, videos and websites.

3.7 Home Internet Access

Students are allowed to access wireless networks on their Amani Chromebook while at home or outside of school. However, like at school, internet access will be filtered in accordance with the Federal Mandated Children's Internet Protection Act (CIPA). Student Chromebooks will be filtered in accordance with CIPA via a proxy filter provided by Amani. The Chromebook will come with the filter applied. Students are not allowed to attempt to bypass the filter at any time. CIPA requires measures that (1) monitor the online activities of minors and (2) block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). For more information please access the following site: <http://www.fcc.gov/guides/childrens-internet-protection-act>.

4. MANAGING FILES AND SAVING WORK

4.1 Saving Work on the Chromebook

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students will be instructed regarding how to save work to the Google Drive platform. Amani Chromebook malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

4.2 Network Connectivity

The Amani will make every effort to provide a quality, highly available wireless network but it cannot guarantee availability of its network.

5. SOFTWARE ON Chromebook

5.1 Originally Installed Software and Updates

Amani Public Charter School will ensure all Amani Chromebooks contain the necessary applications (Apps) for schoolwork. The software/Apps originally installed by Amani Public Charter School must remain on Amani Chromebook in a usable condition and be easily accessible at all times. When necessary, Amani may add, modify, or update software applications for use in a particular course.

Students shall not install additional software, utilities, hardware, applications or programs on any Chromebook or make any modifications to the software, utilities, hardware, applications or programs installed by Amani on Amani Chromebook.

Students shall not copy software installed on Amani Chromebook, including but not limited to copying the software onto diskettes, flash drives or computers or by copying it through electronic mail or bulletin boards.

Students will not give, lend, or sell copies of software on Amani Chromebook to others unless they have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain.

Current management software may monitor each Amani Chromebook and the content therein.

5.2 Inspection

Students may be required to provide their Amani Chromebook for inspection by Amani personnel.

5.3 Procedure for Re-loading Software

If technical difficulties occur, Amani Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. If illegal software is the cause of the difficulty or is discovered, the student's use of an Amani Chromebook may be restricted and the student may face school disciplinary action and/or civil or criminal liability.

6. ACCEPTABLE USE

A student's use of technology resources provided by Amani, including Amani Chromebooks, is not transferable, nor is it extended to individuals or groups outside Amani and terminates when a student is no longer enrolled within Amani Public Charter School.

This Regulation is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Amani Chromebooks. If a person violates any of the rules or guidelines in this Regulation, access to Amani's technology resources may be restricted. Violations also may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Parents/Guardians should talk to their children about rights and responsibilities for use of technology, such as Amani Chromebooks, and the standards that students should follow when using such devices, just as they would regarding the use of other media information sources such as television, telephones, movies, and radio.

6.2 Student Responsibilities are to:

- ❖ Use Amani Chromebook in a responsible and ethical manner.
- ❖ Follow all teacher guidelines of Amani Chromebook usage.
- ❖ Obey general school rules concerning behavior and communication that apply to Amani Chromebook use.
 - ❖ Care for Amani Chromebook. Clean its screen with only a soft, antistatic cloth, using no

cleaners. Keep food and beverages away from it.

- ❖ Bring Amani Chromebook to school each day with its battery charged.
- ❖ Report a lost, stolen, or damaged Amani Chromebook to Amani immediately.
- ❖ Monitor all activity on his/her assigned Amani Chromebook.
- ❖ Turn off and secure Amani Chromebook after work is finished.
- ❖ Inform a teacher or administrator of any electronic communication or device containing inappropriate or abusive language or subject matter.

6.3 Student Activities Strictly Prohibited:

- ❖ Any action that violates existing Amani policy or regulation or any local, state or federal statute or law.
- ❖ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, harassing, defamatory, bullying, discriminatory, pornographic, obscene, or sexually explicit materials.
- ❖ Changing or disabling any of an Amani Chromebook's management settings, including the Amani's internet filter.
- ❖ Changing the name of an Amani Chromebook.
- ❖ Changing, altering, removing or defacing the serial number or other Amani identifier on a Amani Chromebook.
- ❖ Modifying an Amani or Personal Chromebook operating system which is known as "jailbreaking." Such action voids the Chromebook warranty and represents a security threat to a connected network.
- ❖ Spamming/Sending mass or inappropriate emails.
- ❖ Gaining access to other students' Amani Chromebooks, accounts, files, and/or data.
- ❖ Using an Amani Chromebook or any internet/email account or service of Amani for financial or commercial gain or for any illegal activity.
- ❖ Vandalizing or defacing or damaging an Amani Chromebook and/or related equipment. Including, but not limited to removing any labels placed on the Chromebook.
- ❖ Disassembling any part of an Amani Chromebook or attempting any repairs to one.
- ❖ Decorating or defacing (with stickers, markers, etc.) an Amani Chromebook or its cover or doing anything to permanently alter an Amani Chromebook.
- ❖ Using an Amani Chromebook for political lobbying, commercial activity (including advertising), conducting private business or solicitations for commercial or charitable purposes.
- ❖ Using an Amani Chromebook to gain or attempt to gain unauthorized access to any other Amani

computer or technology device.

- ❖ Using an Amani Chromebook to interfere or to attempt to interfere with the daily operation of Amani or any of its technology resources, including but not limited to placing a computer virus on or within any Amani computing device (computer, tablet, Chromebook, etc.).
- ❖ Using an Amani Chromebook to download, upload, or distribute any files, software, or other material in violation of federal copyright laws or intellectual property laws.
- ❖ Using an Amani Chromebook to violate software usage or licensing agreements.

6.4 Consequences for Violation of this Regulation

If a student violates any part of this Regulation, in addition to any disciplinary action that may be taken pursuant to Amani's Code of Conduct or any other Amani policy, the following restrictions may be applied depending on the nature of the violation(s) and/or number or frequency of violation(s):

- ❖ Student will check-in/check-out his/her Amani Chromebook from Amani Technology Office daily for one (1) week. (The student will still be responsible for all assigned work.)
- ❖ Suspension of privilege to possess and/or use an Amani Chromebook for up to three (3) weeks. (The student will still be responsible for all assigned work.)
- ❖ Suspension of privilege to possess and/or use an Amani Chromebook for a length of time determined by the Director of Technology or his/her designee. (The student will still be responsible for all assigned work.)

7. PROTECTING AND STORING THE CHROMEBOOK

7.1 Chromebook Identification

Amani Chromebook's will be labeled in the manner specified by Amani. Amani Chromebook's may be identified in one of the following ways:

- ❖ Serial number
- ❖ Amani asset tag with barcode

7.2 Chromebook Storage

Students should take their Amani Chromebook home every day after school for charging.

Amani Chromebook's should not be stored in vehicles.

7.3 Chromebook Left in Unsupervised Areas

Under no circumstances should an Amani Chromebook be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the

lunchroom, computer lab, library, unlocked classrooms, and hallways. Any Amani Chromebook left in these areas is in danger of being stolen. If an Amani Chromebook is found in an unsupervised area, it will be taken to Amani Technology Office and the student may be subject to the aforementioned disciplinary consequences.

Amani Public Charter School Student Pledge for Chromebook Use

- ❖ I understand that Amani Chromebook assigned to me is on loan from Amani Public Charter School and remains the property of Amani Public Charter School.
- ❖ I understand my use of an Amani Chromebook is not private and that an Amani Chromebook is subject to inspection at any time without notice.
- ❖ I will use my Amani Chromebook responsibly in ways that are appropriate, educational and meet the expectations of the Chromebook Acceptable Use Regulation.
- ❖ I will follow the expectations outlined in and comply with the Chromebook Acceptable Use Regulation as well as Amani's Email and Electronic Communications and Internet Policy, Acceptable Use Policy Regulation, Amani's Code of Conduct and the Amani Public Charter School Handbook at all times while at school and at home.
- ❖ I will care for Amani Chromebook as outlined in the Chromebook Acceptable Use Regulation.
- ❖ I will never leave an Amani Chromebook unsecured or unattended and I am responsible for knowing the location of my Amani Chromebook at all times.
- ❖ I will keep my Amani Chromebook protected at all times.
- ❖ I will password protect my Amani Chromebook and never loan out my Amani Chromebook or give my password to other individuals.
- ❖ I will not let anyone else use my Amani Chromebook other than Amani teachers, Amani administrators, or my parent(s)/guardian(s).
- ❖ I will charge my Amani Chromebook's battery daily and arrive at school with my device charged.

- ❖ I will keep food and beverages away from my Amani Chromebook since they may cause damage to the device.
- ❖ I will clean Amani Chromebook's screen with a soft, antistatic cloth only, using no cleaners.
- ❖ I will not disassemble any part of my Amani Chromebook or attempt any repairs.
- ❖ I will not decorate or deface an Amani Chromebook or its cover (using use stickers, markers, etc.) or do anything to permanently alter an Amani Chromebook.
- ❖ I will not remove or deface the serial number or other Amani identifier on any Amani Chromebook.
- ❖ I will cooperate in the filing of a police report in case of theft or vandalism of my Amani Chromebook and/or related items and in case of other acts covered by insurance.
- ❖ I will inform immediately the Technology Department of the theft, loss or vandalism of my Amani Chromebook and/or related items.
- ❖ I will be responsible for all damage to or loss of my Amani Chromebook caused by neglect or abuse (unless insurance coverage is purchased)
- ❖ I understand that I and my parent(s)/guardian(s) will be responsible for any damage and/or excess wear and tear to my Amani Chromebook.
- ❖ I will not use my Amani Chromebook to access Internet sites that are inappropriate or not relevant to a school assignment.
- ❖ I understand Amani's staff may monitor all use I make of an Amani Chromebook, including but not limited to all network and internet communications and activities.
- ❖ I consent to Amani's staff monitoring my use of Amani Chromebook(s).
- ❖ I further understand that my violation of the rules and guidelines in the Chromebook Acceptable Use Regulation, Amani's Email and Electronic Communications and Internet Policy, Amani's Acceptable Use Policy Regulation, Amani's Code of Conduct and the Amani Handbook may result in suspension or revocation of my access to Amani Chromebooks, other school disciplinary actions, and possible legal action.
- ❖ I agree to return Amani Chromebook, case, and power cords in good working condition at the end of this school year or as otherwise directed by Amani.

Amani Public Charter School
Chromebook Acceptable Use Regulation
Parent/Guardian Form

I have read and understand the information contained in the Chromebook Acceptable Use Regulation of the Amani Public Charter School and I agree to abide by the rules set forth in that Regulation. I have read and understand Amani's E-mail and Electronic Communication and Internet Policy as well as Amani's Acceptable Use Policy Regulations. I agree to assist my child in understanding and abiding by Amani's Chromebook Acceptable Use Regulation, Amani's E-mail and Electronic Communication and Internet Policy and Amani's Acceptable Use Policy Regulations. I understand that access to an Amani Chromebook and other Amani technology resources is designed solely for educational purposes. I understand the use of an Amani Chromebook and other Amani technology resources is a privilege and not a right.

I recognize responsibility for appropriate conduct when using an Amani Chromebook and other Amani technology resources rests with the individual student. I understand my child will be asked to sign an agreement to abide by the rules and guidelines in Amani's Chromebook Acceptable Use Regulation. By signing this Form, I give permission for my child to be afforded access to an Amani Chromebook. I understand that improper or inappropriate use of an Amani Chromebook or other Amani technology resources by my child may result in revocation of his/her Amani technology privileges, including but not limited to, access to an Amani Chromebook and the imposition of school discipline, criminal penalties, and/or civil penalties.

I understand that it is impossible for Amani Public Charter School to restrict access to all controversial and objectionable materials, and that, while filtering software is utilized, Amani cannot guarantee that using an Amani Chromebook and other Amani technology resources will not result in access to information which may be upsetting, objectionable or controversial. I also understand that Amani may provide students with hardware or devices that are capable of accessing Internet sites off school Amani premises, such as Chromebooks, that do not themselves filter access to Internet sites. I will not hold Amani responsible for the accuracy or quality of any materials accessed, acquired or viewed on an Amani Chromebook or through other Amani technology resources by my child. I hereby individually and on the behalf of my child, waive and release Amani Public Charter School, its Board, agents, officers, and employees from any and all claims and damages of any nature arising from any inappropriate content that may be accessed on an Amani Chromebook.

I hereby individually and on the behalf of my child, waive and release Amani Public Charter School, its Board, agents, officers, and employees from any and/or all claims and damages of any nature arising from my child's use of, or inability to use school technology, including but not limited to claims that may arise from my child's use of an Amani Chromebook.

I release Amani Public Charter School, its Board, officers, employees, agents, and representatives from any and all claims, liabilities or damages of any nature arising from my child's use of, or inability to use Amani

technology resources, including but not limited to claims that may arise from my child's use of an Amani Chromebook. I specifically agree to indemnify and hold the Amani Public Charter School, its Board, officers, employees, agents, and representatives harmless from any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees, incurred by one or all of them relating to, or arising out of my child's misuse of Amani technology resources, including but not limited to my child's misuse of an Amani Chromebook. I accept all financial and legal liabilities that may result from my child's misuse of Amani technology resources.

I understand that use of an Amani Chromebook is not private and the device may be inspected periodically to check for appropriate use and compliance with Amani policies. I have determined the benefits of my child having access to an Amani Chromebook outweigh the potential risks.

If my child is issued an Amani Chromebook, I understand the device, its content and related equipment remain the property of Amani Public Charter School. I also understand Amani's Chromebook Acceptable Use Regulation fully applies to the use of an Amani Chromebook both on and off school premises. I further understand the settings of Amani Chromebooks have been adjusted for appropriate school use and that these settings must not be altered, deleted, or circumvented in any way. The Amani also has installed applications and/or programs on Amani Chromebooks for student use. I understand and acknowledge no additional applications or programs may be added to an Amani Chromebook, whether for purchase or free, other than by authorized Amani personnel. My child and I agree to be responsible for the maintenance and care of any Amani Chromebook issued to my child by Amani and to return at the end of the school year or when requested by Amani in the same condition in which the Chromebook was received, except for normal and reasonable wear and tear. My child and I understand and agree that we are responsible for excess wear and tear.

I accept full responsibility if and when my child's use of an Amani Chromebook is not in the school setting and understand that my child's Amani Chromebook use is subject to the same rules and agreements while not in school.

I agree to the terms and conditions in this Form and those set forth in the Chromebook Acceptable Use Regulation.