

SOUTHERN UNIVERSITY LABORATORY SCHOOL



TECHNOLOGY ACCEPTABLE USE POLICY

****Parents and students: Read this policy together and keep it for your records.
Please sign and return the Agreement page.**

Acceptable use means that as a student of Southern University Laboratory School, you will promise to use the technology equipment and Internet access with RESPECT. "Acceptable Use" means you promise to abide by all rules as set forth by your classroom teachers and the school, as well as state and federal laws. You must understand that the use of technology equipment and Internet access is to enhance learning and teaching activities. Parents are encouraged to monitor their child's chromebook use to prevent any type of abuse or victimization.

SOUTHERN UNIVERSITY LABORATORY SCHOOL'S

RESPONSIBILITIES:

Technology use at SULAB will enhance the learning environment while providing directed guidance and monitoring from school faculty and staff. While it is impossible to control material on a public network, SULAB has taken reasonable precautions to restrict access to materials it considers harmful, and to materials that do not support approved educational objectives. SULAB adheres to Child Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COOPA) by having Internet filters in place in order to protect students from harmful materials online.

USER RESPONSIBILITIES:

- Users must take responsibility for their actions and words. Users must communicate only in ways that are kind and respectful. *Students will NOT have access to *Social Networking* on campus during school hours. Students must refrain from becoming "friends" with teachers in cyberspace (Facebook, Instagram, Snapchat, etc.).
- Users are representatives of Southern University Laboratory School. They must conduct themselves in accordance with the school's policies on and off-campus.
- Users will not share with anyone their username and password. They will not give out any personal information (real name, address, phone number, school name, parents' information, etc.) on the Internet.
- Users cannot use chromebooks and/or Internet to harass other users, to introduce viruses, to infiltrate protected chromebook systems, to use other people's accounts or passwords, or to display other anti-social behavior. To reduce the risk of spreading chromebook viruses, users may not import files from known or reputable sources.
- Users are prohibited from using the chromebooks and/or the Internet to access or transmit obscene, pornographic, offensive, or other with objectionable material.
- Users should access only materials appropriate for fulfilling school assignments. Users are cautioned that there may be materials on the Internet that may be deemed inappropriate for young people and access to this type of material for any reason is unacceptable.
- Users must adhere to copyright rules and licensing agreements when accessing materials.
- Users may not use the Internet through Southern University Laboratory School for commercial (profit) use, political lobbying, tampering of any outside network or database, playing video-type games, participating in chat groups or in any illegal activity.
- Users are strictly prohibited from indebting the school through subscriptions or purchases made online.
- Users will be responsible for any costs, liability or damages caused by their inappropriate use of chromebooks.
- Users' chromebook files may be monitored by the school administrators, system administrator, and/or teachers for compliance with this policy.
- Users' efforts to disrupt Internet services and/or chromebook systems by spreading chromebook viruses, vandalism, unauthorized entry or destruction of chromebook files can result in criminal prosecution under state and federal laws.

Users who violate these guidelines will be subject, but not limited to, detention, suspension, or revocation of Internet access, network privileges and chromebook usage. Other standard disciplinary measures may be applicable to students.

USER RIGHTS:

- Users of the technology and Internet have certain rights of which all users should be aware.
- Users should have equal access to technology equipment and the Internet access, relative to educational goals. All users should be aware of the needs of others and use the Internet in a way that does not disrupt the use by others. This includes use of chromebook time and supplies.
- Users should be safe from unwanted or harassing messages. Such communications may be brought to the attention of the teachers or administrators who will remedy the situation.

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TECHNOLOGY ACCEPTABLE USE AGREEMENT

Chromebook Usage and Internet Access



As parent and student, we have reviewed the Technology Acceptable Use Policy and understand the Southern University Laboratory School guidelines for technology equipment and internet access. We also understand that if these rules are broken, the use of these educational tools may be taken away from the student and other disciplinary or legal action may be taken. As the parent, I recognize the school has initiated reasonable safeguards to filter and to monitor inappropriate materials. I agree not to hold Southern University Laboratory School responsible for materials my child may encounter on the Internet.

As parent and student, we have discussed these guidelines together and agree to abide by the provisions stated. I hereby give permission to SULAB to permit my child to use technology and have access to the Internet.

Student (please print) _____

Signature _____

Date:

Parent/Guardian (please print) _____

Signature _____

Date:

Publishing Permission

Check appropriate box and sign below.

Yes – We hereby grant permission to SULAB, and authorized persons responsible, to publish information including, but not limited to, names, pictures, videos (i.e. commercials, virtual tours, etc.), biographies, accomplishments, club activities, and/or extracurricular concerning activities of Southern University Laboratory School on ALL school publications (*website, Facebook, printed materials, advertisement, etc.*). We understand that our child's name WILL NOT be attached to any pictures or students' work.

No – We do not grant permission to SULAB, and authorized persons responsible, to publish any information, photo, or works of our child.

Student's Signature _____

Date: _____

Parent/Guardian's Signature _____

Date: _____

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CHROMEBOOK GUIDELINES



General Precautions

- Chromebooks should not be placed on soft surfaces or laps during use due to potential overheating.
- **No food or drink** should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into the appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be stored in a vehicle.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- Chromebooks and carrying cases must remain free of any writing, drawing, stickers, and labels.
- Under no circumstances should Chromebooks be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen.
- Asset tags and logos may not be modified or tampered with in any way.
- Backgrounds must not be changed from the school's background.

Carrying Chromebooks

- **Chromebooks are to remain in the school provided cases at all times.** Chromebooks are stored in a “Work-In” case which is designed to allow Chromebooks to be used while in the protective case.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.
- Chargers are to be carried in the outside pocket of case. Carrying the charger inside the case may damage the chromebook.



Opening and Closing Chromebook

- Simply unzip the case to activate the device and obtain full access to the screen and ports.
- Do not attempt to force open the screen beyond its angle, as the screen will break forced.
- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device.
- Obstacles on the keyboard could cause broken screens or damaged hinges.
- Do not store the Chromebook with the screen open.



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Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- If necessary, follow cleaning instructions.

Digital Citizenship

SU Lab encourages all students using Chromebooks to follow basic rules of digital citizenship when working on and browsing the web.

- **Think before you post.**
 - Sometimes words can be misrepresented when sent across the internet.
 - Anything you post-- whether in a document or on social media-- can leave a digital footprint that follows you.
- **Respect the privacy of others.**
 - If you want others to respect your privacy, then you must respect theirs as well.
 - Posting embarrassing information about a friend or forwarding private content without asking can cause unintended harm to others.
- **If you can't say something nice, don't say anything at all.**
 - If you wouldn't say it in person, don't say it online.
 - Stand up for others and prevent bullying.
- **Give credit where credit is due.**
 - If you use someone else's thoughts or ideas, give them credit for it online.
 - Illegal downloading, cheating, or copying content from others may be easy, but it isn't right.
 - You have a responsibility to respect the work of others, as they should respect yours.
 - 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 Student Technology and Internet Usage Policy.

5 Steps to Clean and Disinfect a Chromebook

- **Step 1** – Completely power down your Chromebook or unplug the power cord if you are cleaning a Chromebox.
- **Step 2** – Disconnect any cables or peripherals that are plugged into your Chromebook. This will allow you to access and clean every part of the device.
- **Step 3** – Use the disinfectant wipe or apply a small amount of rubbing alcohol solution to the cleaning cloth and completely wipe down the entire Chromebook, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen, but not too much since this could damage the display.
- **Step 4** – Allow all surfaces to dry on their own. Disinfectants must be allowed to act on the surface to be effective, wait 15 minutes.

INTENTIONAL OR NEGLIGENT DAMAGE

Students could be held partially or fully responsible for damages/loss to their Chromebooks.

Examples include:

- Liquid/beverage spills on the Chromebook.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook. *This includes intentionally marking, defacing and/or abusing the Chromebook.*
- Leaving the Chromebook unattended or failing to secure it.
- Leaving the Chromebook in an unlocked car, locker, or on the bus. Mysterious disappearance of the Chromebook - meaning the Chromebook user has no knowledge as to the place, time, or manner of the loss.

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REPLACEMENT FEES FOR LOST/DAMAGED ITEMS Students are provided a chromebook free of charge from the Southern University Laboratory School to use as an educational tool. However, students are responsible for keeping their assigned chromebook in working condition. If their chromebook or related chromebook materials become lost or broken, a replacement fee may be charged. The Library and Technology Department will assess and charge repairs/damage to chromebooks throughout the school year. When Chromebooks are returned at the end of the school year, replacement fees may be charged for damages beyond “normal wear.” Noted damages of misuse, accidental or intentional drops and spills, cracked screens, missing keys, missing charging cord or case, or damage that impedes the use of the Chromebook will be charged. All replacement fees assessed will be charged to your child’s library account. A letter notifying of the replacement fee will be sent home. Chromebooks and Chromebook chargers are issued according to the QR Code number and corresponding serial number. Therefore, students must return the same chromebook and charger that was issued to them. The QR Code numbers should match. Additionally, students should return their chromebooks with their case. The case should be in good condition and usable for the next school year. If another student uses a student’s chromebook and it becomes lost or damaged, you are still responsible for the damage. Fees rolled over from previous school years will still be on your account and needs to be paid.

CHROMEBOOK REPAIR & REPLACEMENT FEES

ITEM	COST
Chromebook Screen	\$80.00
Protective Case	\$95.00
Keyboard or Palmrest Repair	\$120.00
Chromebook Ports	\$45.00
AC Charger	\$85.00
Replacement cost for Chromebooks that have been lost/not returned/or damaged beyond repair	\$370.00

Please note these prices are subject to change.

CHROMEBOOKS UNDER REPAIR: When a student’s Chromebook is in for repair, they will be issued a loaner Chromebook from technology until their device is repaired. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

LOST OR STOLEN CHROMEBOOK: To replace a stolen Chromebook/Cords/Cases, a police report must be filed.