Laptop Usage and G-Suite Handbook

Procedures and Information for Students and Parents

Each student in grades 7-12 will be issued a laptop to use during school hours as well as to use at home. As we continue the mission of a 1:1 program in the district, the learning environment evolves along with it. All of our Jr./Sr. high school staff are pushing forth curriculum-based content via the Google Classroom application. In recent times this platform has come to aid the students who have had to learn from home while also enhancing student collaboration, communication and creativity. 21st Century learners have transitioned from consumers of information to creative producers and owners of knowledge.

This initiative prepares students for a globally interconnected and evolving world that experiences rapidly changing technological advancements. This will help fulfill the mission and vision of the district to embrace, educate, and empower all learners.

Receiving Your school issued laptop

Parent/Guardian Agreement

Parent(s)/guardian(s) are required to sign the district school issued laptop Acceptable Use Agreement form. Failure to turn in the signed agreement may result in the student's account being suspended until the agreement is received by the Main Office.

Distribution

Each student will receive a district computer on the first day of school. In order to streamline the distribution process, the student's computer and charger will be placed in the student's locker.

Returning Your school issued laptop (Grades 7-12)

End of Year Collections

Students are to return their school issued laptop with their chargers at the end of each school year. Computers should be placed in the student's locker on the last day of school. Failure to turn in a computer and charger will result in the student being charged the full replacement cost (see below for estimated costs). 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 the district must turn in their school issued

laptop on or before their last day of attendance. Failure to turn in the computer will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the 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 school issued laptop

Students are responsible for the general care of the school issued laptop they have been issued by the district. In the event of damage, loss, or inoperability, a temporary device will be made available until the primary device is repaired or replaced. The district is not responsible for the maintenance or support of private or off-site networks (WiFi connections). District-owned school issued laptops should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their computers unattended except locked in their locker or other building / district designated secured areas.

Athletic team members should not leave their backpacks containing laptops on the locker room floor. It is not a secure location and it is an area where shenanigans may occur and backpacks are thrown around. Any breakage and costs associated with this scenario will be deemed the responsibility of the student and financial replacement costs will be addressed with the parent.

General Precautions

- No food or drink should be near a school issued laptop.

- Cords, cables, and removable storage devices must be inserted and removed carefully.

- School issued laptops and school issued laptop accessories should not be used or stored near pets.

- School issued laptops should not be used with the power cord plugged in where the cord may present a tripping hazard.

- School issued laptops must remain free of any writing, drawing, stickers, labels or permanent personalization.

- Heavy objects should never be placed on a school issued laptop.

- School issued laptops should not be stored outdoors (due to extracurricular events or contests) in the event of inclement weather and possible harm to or theft of the school issued laptop.

- School issued laptops should not be left in a vehicle because extreme temperatures (both hot and cold) can damage the computer.

- Backpacks containing the laptop should not be left lying around at home for parents to relocate, this has been known to cause breakage.

- Backpacks containing the laptop should not also carry milk containers or any other liquid containers that could spill; this has been known to ruin laptop motherboards rendering the unit permanently unusable.

Carrying school issued laptops

- Always transport school issued laptops with care.

- Never lift school issued laptops by the screen or keyboard alone.

- Never carry school issued laptops with the screen open.

Screen Care

- The school issued laptop 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 school issued laptop when it is closed.

- Do not store a school issued laptop with the screen open.

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Alterations

- Any alterations to school issued laptops are not allowed.

- Removing or tampering with any of the components of the school issued laptop is not allowed.

Using Your school issued laptop at school

Students are expected to bring a fully charged school issued laptop to school every day and bring their school issued laptop to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her school issued laptop to school

- A student may stop in the technology department office (room 201) and check out a loaner for the day. Please note that these are available for the day and this should not become a misused practice. They are not intended as a convenience for consistently forgetting to bring your assigned school issued laptop.

- A student borrowing a loaner computer will be responsible for any damage or loss of the temporarily issued device.

School issued laptop being repaired

- A loaner computer may be issued to students until their school issued laptop is repaired.

- A student borrowing a loner computer must sign it out and will be responsible for any damage or loss of the loaned device.

- Loaner computers given to students may be taken home if parent permission was previously given to take the school issued laptop home.

Charging school issued laptops

- School issued laptops must be brought to school each day fully charged.

- Students should charge their school issued laptop at home every evening.

Backgrounds and Themes

- Inappropriate media may not be used as school issued laptop backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

- Printing is available in the library and most classrooms.

Logging into a school issued laptop

- Students will log into their school issued laptop using their school issued username and password.

- Only Marathon and BOCES accounts are able to log in to district-issued school issued laptops.

- Students should never share their account passwords with others.

Managing and Saving Your Digital Work with a school issued laptop

- Students should become familiar with managing their computer files. Loss of data occurs when students do not properly save work often and/or they don't keep an eye on whether or not they are currently connected to the school's WiFi and therefore if they are automatically syncing files with the school servers.

- Students can ask the tech department anytime how the sync process works and it is encouraged that they do so.

- Student work may be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- Students may store files within their document folders while at school, and those files will sync automatically to school servers prior to leaving school and these same files are still available while away from school.

- Students should always remember to save frequently when working on digital media; G Suite applications will auto-save every 4-6 seconds while connected to the internet.

- The district will not be responsible for the loss of any student work either by lack of the student's understanding of school systems or by summer maintenance that occurs on student laptops with the notion that syncing file results were maintained by the student.

- Art students in particular should understand that much unreplaceable artwork (in the form of digital files) can be lost if they do not learn to manage their files. It is recommended that they upload copies of important files to cloud based storage as a backup.

Using Your school issued laptop Outside of school

Students are encouraged to use their school issued laptop at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of school issued laptop use. However, some applications can be used while not connected to the Internet. Students are bound by the district's Acceptable Use Policy and all other guidelines in this document wherever they use their school issued laptop.

Operating System and Security

- Students may not use or install any operating system on their school issued laptop or physically alter the school issued laptop in any way.

Updates

- The school issued laptop's operating system downloads updates to the hard drive automatically. Students are responsible to go to the "Update Settings" and "Install" these updates from time to time allowing proper shutdown and restart times with proper battery levels or a charger attached. This is a habit that will serve them well later on in life and should be taken seriously.

The reason updates are not installed automatically is because this certainly causes usage disruption. Updates are typically downloaded while at school and on the school's Wi-Fi bandwidth and installing them just requires some practice, maybe later on at home when the laptop has time to install and apply the updates properly.

Student Safety and Content Filtering

The district utilizes an Internet content filter that follows the federally mandated Children's Internet Protection Act (CIPA). All school issued laptops, regardless of physical location (in or out of school), will have all Internet activity protected, managed, and monitored by the district per policy. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, teachers should contact the Technology Department.

Aristotle Keylogging & Lightspeed Filtering

Aristotle keylogging is used continuously to track and monitor school issued laptop usage. There is no expectation of privacy while using district devices, and that is stipulated in the Acceptable Use Policy that governs our district users. Students should know that every key depressed and every application used on district devices are logged into a school server that records this information while at school and while not at school.

Lightspeed and GoGuardian are programs used to filter all Internet content. These services allow the district to filter content anywhere and anytime on any network. No existing system can provide perfect filtering but it can be very effective when coupled with classroom and parent oversight. Students that attempt and/or succeed in disabling this internet filter or the keylogging software will be referred to the principal for disciplinary action.

Student Safety Responsibilities

- Students are not allowed to post personal contact information about themselves or other people. This includes names, addresses, and phone numbers.

- Students should never meet personally with someone whom they have met online without their parent's approval and participation.

- Students will tell their teacher or another school employee about any message or file they receive that is inappropriate or makes them feel uncomfortable.

- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.

Cloud Software

G Suite (Formerly Google Apps for Education)

G Suite is available at home, the library or anywhere with Internet access. School staff will monitor student use of G Suite when students are at school. Parents/Guardians are responsible for monitoring their child's use of G Suite when accessing programs from home. Students are responsible for their own behavior at all times.

Microsoft Store Apps and Extensions

- Students are allowed to install appropriate Microsoft Store Apps from the Microsoft Store on their own school issued laptop.

- Students are responsible for the Microsoft Store apps they install on their school issued laptops. Inappropriate material will be removed and may result in disciplinary action.

- Some Microsoft apps will be available to use when the school issued laptop is not connected to the Internet.

- Students that need a Microsoft App or Extension but are unable to install it should go to the Technology Department (room 201) to have it installed.

School issued laptop Identification

Records

The district will maintain a log of all school issued laptop hardware that includes the school issued laptop serial number and the name of the student assigned to the device.

Users

Each student will be assigned a school issued laptop for the duration of his/her time at school. It is the intent of the district to have each student be assigned a computer that they will use for their entire junior high school career and then issued a more advanced laptop for their entire senior high school career. Students will not be assigned a different computer each year.

Lost or Damage of school issued laptops

Consequences for losing or damaging a school issued laptop will be handled on a case-by-case basis by building and/or district administrators.

● Any damaged school issued laptop must be brought to the Tech Department.
● The district's Technology Department will assess the damage to determine repair requirements.

Estimated Costs (subject to change)

The following are estimated costs of commonly damaged school issued laptop replacement parts for Junior & Senior High Students:

● Full Replacement - $300 (charger included)
● Screen - $100
● Power charger - $25

NOTE: Some items may be covered by your homeowner's/renter's policy. Please check with your insurance agent.

Payments for damages can be remitted to:

Marathon Central School District
1 Park St., PO Box 339
Marathon, NY 13803

Rules for Using G Suite

Acceptable Use (Privacy and Safety)

G Suite (formerly known as Google Apps for Education) is primarily for educational use. Students may use G Suite for personal use subject to the restrictions below and additional school rules and policies that may apply.

Students may use G Suite tools for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate, sexual, or other offensive content
- Threatening another person
- Harassment or bullying
- Actions which are a violation of the Dignity for All Students Act (DASA)
- Misrepresentation of the district, staff, or students. G Suite sites and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited.

Access Restriction - Due Process

Access to G Suite is considered a privilege afforded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of G Suite when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct.

Privacy and G Suite

Students have no expectation of confidentiality or privacy with respect to any usage of a district-issued school issued laptop, district G Suite accounts, or other related district network asset, regardless of whether its use is for district-related or personal purposes other than as specifically provided by our policies. The district may, without prior notice or consent, log, supervise, access, view, monitor, or record use of student school issued laptop or G Suite accounts at any time for any reason related to the operation of the district. By using a district-issued school issued laptop or district G Suite account, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School staff use monitoring software that allows them to view the screens and activity on student school issued laptops.

Google is a Student Privacy Pledge Signatory, which holds school service providers accountable to:

- Not sell student information
- Not behaviorally target advertising
- Use data for authorized education purposes only
- Not change privacy policies without notice and choice
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards
- Be transparent about collection and use of data.

There are NO ADS in G Suite.

G Suite does not collect or use student data for advertising purposes or create advertising profiles.

Student Data Retention and Access

- Upon graduation, students are encouraged to back up their files and data to their own personal accounts. The district will suspend student accounts upon graduation or departure from the district.

Appropriate Uses and Digital Citizenship

School issued laptops should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

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

1. **Respect Yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will be appropriate and act with integrity.

2. **Protect Yourself**. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others**. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual property**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Digital Citizenship (Advice for All)

Treat others well. When making a post on a forum or web page, be kind. Everyone will see what you write, so think before you type. Be careful with what you say about others and yourself.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether they can use a work, he or she should request permission from the copyright owner.

Students have First Amendment rights to free speech. Your rights can be limited in school. If you post something via a school web page that disrupts the learning environment in your school, your right to free speech may be limited. A school or school district has the right to limit student speech that disrupts the learning process.

Opt Out

- Parents/Guardians can choose to opt out of having their student bring a designated school issued laptop home. Notification of an opt-out must be submitted in writing to a building administrator.
- Students will still use a school issued laptop while at school and are still responsible for completing all assignments whether they accept a school issued laptop for home use or not. Any computer that is not working properly must be turned in to the tech department immediately for repair.

Administrative Audit

Upon request from district administration, the technology department will provide a complete and unedited audit log of all administrative access, changes or monitoring of student accounts on the G Suite administrative console and/or the Aristotle administrative console.

Cyber-Safety and Cyber-Ethics

In an effort to educate faculty, students and parents, the district will offer an ongoing cyber-safety and cyber-ethics curriculum. We will always offer parent technology advice and ongoing support to help facilitate this process.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - http://fcc.gov/cgb/consumerfacts/cipa.html

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for G Suite users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

-- COPPA - https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential academic records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and G Suite files.

-- FERPA - https://studentprivacy.ed.gov/ferpa

Dignity for All Students Act (DASA)

New York State's Dignity for All Students Act seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on school buses, and/or at school functions.

-- DASA - http://www.p12.nysed.gov/dignityact/