



RIVERFIELD ACADEMY

Acceptable Use Policy
and
Chromebook Policy

Acceptable Use Policy (AUP) and Chromebook Policy

Policy Coverage

The policies, procedures, and information within this document apply to all technology used at Riverfield Academy by students, staff, or guests (herein, all users referred to as “students”) including any other device or technology considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Children’s Internet Protection Act

It is the policy of Riverfield Academy to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

COPPA - Children’s Online Privacy Protection Act

COPPA (Children’s Online Privacy Protection Act) causes any website that collects information such as name and email address (the information needed to create a unique account) to prohibit use by children under 13 without parental consent. Because of these guidelines, parents must give authorization for Riverfield Academy students to create online accounts or have teacher created online accounts, which are carefully selected for age and subject appropriate classroom use. Students will be supervised during in class use of all Internet tools.

Network and Software Monitoring and Privacy

Students have no expectation of confidentiality or privacy with respect to usage of a Chromebook, regardless of whether that use is for school or personal purposes, other than as specifically provided by law. The administration may, without prior notice or consent, log supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring and recording of their use. Riverfield may use monitoring software that allows them to view screens and activity on Chromebooks.

Before a Chromebook is issued for use or students are allowed to use any Riverfield Academy technology, students and parents or guardians must sign:

- **Acceptable Use Policy and Chromebook Policy Acknowledgement & Pledge**
- **Acceptable Use Policy and Chromebook Policy Acknowledgement & Agreement**

With enrollment into Riverfield Academy, parental permission is required to allow students to access the Internet. In recent times, Internet-based resources have become more interactive, allowing students to publish work, visible to a wider, often global audience through resources such as classroom blogs, presentations, and multimedia. Online communication is critical to our students’ learning of 21st Century Skills. Tools such as blogging, podcasting, and video production offer an authentic, real-world vehicle for student expression. Publishing pictures and classroom work on websites promotes learning, collaboration, and provides an opportunity to share the achievements of students.

Student images and work would only be included on websites without identifying captions or last names. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected e-mail, podcast projects, or other Web interactive use must follow all established Internet safety guidelines.

Internet Safety

Parents and Users - Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

Personal Safety - In using the network and Internet, users should not reveal personal information such as names, home address, telephone number, school name, location, etc. Users should never arrange a face-to-face meeting with someone they “met” on the Internet without a parent’s permission. Students are to identify themselves only by their first name and/or student number.

Confidentiality of Student Information - Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures – Riverfield Academy uses filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or promote illegal activity. The use of anonymous proxies to bypass content filters is strictly prohibited and will be considered a violation of the acceptable use policy. The school also monitors the online activities of students, through direct observation and/or technological means.

School Responsibilities

- Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum.
- Use networked resources in support of educational goals.
- Treat student infractions of the Computer and Internet Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the Internet.

Student Use of Internet Tools

The use of blogs, podcasts, or other Internet tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, or other Internet tools. This includes but is not limited to profanity, racist, sexist, bullying, or discriminatory remarks. Students contributing to the class blogs, podcasts or other web tools are expected to act safely by keeping ALL personal

information out of their content. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers). Students who do not abide by these terms and conditions may lose their Internet access privileges as specified in the School Discipline Policy.

Responsibility for Electronic Data

The students are solely responsible for any data, apps, or extensions on their Chromebooks that are not installed by a member of the Riverfield Academy technology staff. Students are responsible for backing up their data to protect from loss. Users of Riverfield Academy 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.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. All chromebooks in and out of school will have all internet activity protected and monitored by the school.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of the RIVERFIELD ACADEMY staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Education for minors shall include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the RIVERFIELD ACADEMY online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Unacceptable Usage of Computers and Networks

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

- Accessing materials/communications, or sending, creating, or posting materials that are:
 - Damaging to another person’s reputation
 - Abusive
 - Obscene
 - Threatening or demeaning to a person’s gender or race
 - Sexually oriented

- Contrary to the school's policy on harassment
 - Illegal
 - Harassing / Cyberbullying
- Gaining unauthorized access to wired or wireless network resources.
 - Using the school's computers or network for illegal activity such as copying software or other violation of copyright laws.
 - Using the school's network for private financial or commercial gain.
 - Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
 - Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
 - Using or attempting to use another person's user-name or password.
 - Posting or plagiarizing work created by another person without his or her consent.
 - Posting anonymous messages or accessing learning games using anonymous user names.
 - Using the network for commercial or private advertising.
 - Forging electronic mail messages.
 - Attempting to read, alter, delete, or copy the electronic mail of other system users.
 - Using the school's computer hardware, network, or Internet link while access privileges are suspended.
 - Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
 - Attempting to alter the settings and/or configuration of a computer or any of the school's software. (The exceptions would be allowing the child to change screen colors, backgrounds, and screensavers in an appropriate style.) RIVERFIELD ACADEMY will have the final say in these matters.

Cyber Bullying

RIVERFIELD ACADEMY considers cyberbullying the same as in-person bullying. Cyberbullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet. We discuss cyberbullying in class and have our students sign a statement that they have been informed of the policy. Examples of cyberbullying include:

- Pretending to be someone else online to trick others
- Spreading lies and rumors about others
- Tricking people into revealing personal information

Louisiana Law TITLE 14 — Criminal law. RS 14:40.7 — Cyberbullying. Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen.

Cyber Safety

All students participate in cyber safety instruction each year, with a focus on keeping students safe online. Some of the main points include:

- Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names, or Social Security number).
- Never share your passwords with anyone, except your parents.
- Never meet anyone face to face whom you only know online.
- Sending or forwarding mean text messages

Ownership of the Chromebook

RIVERFIELD ACADEMY retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a one-year period, renewable each year. Moreover, the administrative staff and faculty of RIVERFIELD ACADEMY 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.

Chromebooks and other devices are used as tools for research and education and, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of RIVERFIELD ACADEMY. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

Receiving Your Chromebook

Chromebooks will be distributed each fall in grades 9-12 during class. Students may check their chromebook out if needed to take home. Parents & students must sign and return the Chromebook Policy Signature and Student Pledge document before the Chromebook can be issued to their student.

Return

Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation. RIVERFIELD ACADEMY will attempt to assure that students retain their original Chromebook each year.

- Any student who transfers out of RIVERFIELD ACADEMY will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency or law enforcement.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or reported to the RIVERFIELD ACADEMY IT staff. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Care Precautions

- **No food or drink is allowed next to your Chromebook while it is in use.**
- **Chromebooks must be shut down properly at the end of each day.**
- Cords and cables must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

- Never leave the Chromebook in an unsecure location.
- Students may not remove or interfere with the serial number or other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic case.
- Students must **NEVER attempt to open the Chromebook itself. Any and all repair work will be performed by RIVERFIELD ACADEMY IT staff only.**
- Posting pictures of people without their consent.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. When carrying out side of the bag, carry with two hands.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with any object, including fingers.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry, anti-static, microfiber cloth or pre-moistened eyeglass cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook.

Using Your Chromebook at School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. Failure to bring Chromebook to school will result in grade penalties and/or disciplinary action.

Using Your Chromebook At Home

Chromebooks must be brought to school each day in a fully charged condition if they are checked out by a student. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeated violations of this policy will result in referral to administration and possible disciplinary action. If a Chromebook is missing from school for two consecutive days, the Chromebook will be considered stolen, and a police report will be filed.

Working offline

Students without Internet access at home, or students in special situations have several options for working "offline", including:

- Google Drive (Riverfield Academy and Sheets) allows students to switch to offline

editing functionality, where preloaded documents can still be viewed and edited.

- Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Accessing the Internet at Home and Elsewhere

Students are allowed to connect to wireless networks when their Chromebooks are in other locations where connectivity is offered (such as at home, on school trips, etc.). Note that RIVERFIELD ACADEMY cannot provide any assistance, troubleshooting, or advice on such off site connectivity.

Students should not connect Chromebook to individual hot spots (created by cellular devices or other non-RIVERFIELD ACADEMY access points). Rogue connections such as this are discoverable and can be confiscated. When connecting from home, students and parents should be aware that an RIVERFIELD ACADEMY account is still being used, therefore website monitoring is still being done. No matter the location, students are always using their account assigned by the school.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds may be used with teacher permission. RIVERFIELD ACADEMY may provide earbuds for students use. If a student loses RIVERFIELD ACADEMY supplied earbuds, the student/parent will be responsible for replacing them. A student may choose to provide their own small, wired, earbud type headphones for personal use (no Bluetooth connectivity allowed.)

Printing

- At school - Printing functionality will not be available at school.
- At home - The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Managing Your Files and Saving Your Work

Students must save documents to their Google Drive. External memory devices such as a SD card or USB flash drive are no longer allowed. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Network Connectivity

RIVERFIELD ACADEMY makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, RIVERFIELD ACADEMY will not be responsible for lost or missing data.

Software on Chromebooks

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

Chromebook software apps are delivered via the Chrome Web Store and controlled by RIVERFIELD ACADEMY. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are not allowed to install additional software or apps on their Chromebook other than what has been approved by RIVERFIELD ACADEMY. Students may request access for additional apps to be allowed through the IT department.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. All Chromebooks will be inspected at the end of the year to identify damage and arrange for repair under the RIVERFIELD ACADEMY Insurance Policy.

Monitoring of Use

In compliance with state and federal regulations, RIVERFIELD ACADEMY utilizes CIPA (Children's Internet Protection Act) compliant filtering. The school also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to the RIVERFIELD ACADEMY tech department and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using RIVERFIELD ACADEMY network or equipment.

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- RIVERFIELD ACADEMY's name engraved on the device
- Record of serial number and RIVERFIELD ACADEMY asset tag

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their cart in the classroom with the lock securely fastened. Nothing should ever be placed on top of the Chromebook. Chromebooks should never be stored in a vehicle.

Repairing or Replacing Your Chromebook

If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Chromebook Technical Support

Students should report any breach of password, or Chromebook operation issues by submitting a note to your homeroom teacher.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the RIVERFIELD ACADEMY Technology Acceptable Use Policy and Chromebook 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:

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 not be obscene. I will act with integrity.

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.

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.

Protect Others - I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will not publish others' personal details, contact details, or a schedule of their activities.

Respect Intellectual Property - I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use 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.

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.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of RIVERFIELD ACADEMY including applicable State and Federal laws.

Student Name: _____ **Grade:** _____

Acceptable Use Policy and Chromebook Policy Acknowledgement & Pledge

Student Pledge

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, students must agree to the above statements in writing and abide by the RIVERFIELD ACADEMY Acceptable Use Policy and Chromebook Policy Guidelines as stated in this document.

Students must pledge the following:

- I will take good care of my Chromebook .
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Riverfield Academy.
- I will follow the policies outlined in the Acceptable Use Policy and Chromebook Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, case, power cord/charger, in the event that any of these items are lost or stolen.
- I understand that not complying with all terms of this Agreement and the Chromebook Policy, including the timely return of the property, will result in my account being declared in default and authorities may be sent to my place of residence or other location of the Chromebook to take possession.
- I agree to return the Chromebook, case, power cord/charger in good working condition at the end of each day.
- I understand that failure to timely return the device and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, students must agree to the above statements in writing along with the guidelines in the Acceptable Use Policy and Chromebook Policy.

Student Signature: _____ Date: _____

Student Name: _____ **Grade:** _____

Acceptable Use Policy and Chromebook Policy Acknowledgement & Agreement

Parent Agreement

In consideration of the privileges and opportunities afforded by the use of the Riverfield Academy technology and computer resources, parents and guardians must agree in writing to release Riverfield Academy and its agents from any and all claims of any nature arising from my student's use or inability to use the Riverfield Academy technology and computer resources. Parents must also agree to the above statements and agree in writing that the student(s) will abide by the RIVERFIELD ACADEMY Acceptable Use Policy and Chromebook Policy guidelines as stated in this document. In consideration of the privileges and opportunities afforded by the use of the Riverfield Academy technology and computer resources, I hereby release the Riverfield Academy and its agents from any and all claims of any nature arising from my student's use or inability to use the Riverfield Academy technology and computer resources. I agree to the above statements and that my child will abide by the RIVERFIELD ACADEMY Acceptable Use Policy and Chromebook Policy guidelines as stated in this document.

- I understand and will help my student understand and abide by the Chromebook and Acceptable Use Policy Terms.
- I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should a student commit any violation, access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.
- I understand that for my child to utilize RIVERFIELD ACADEMY's electronic equipment and participate in computer related classroom activities, I must provide the following permissions:
 - Access the Internet (on RIVERFIELD ACADEMY owned computers or Chromebooks)
 - Online publication of schoolwork (such as Google Drive, Riverfield Academy, Google Presentations, etc.)
 - The creation of Unique Accounts for educational purposes (such as Quizlet, BJU textbooks, TurnItIn.com, Membean, etc.)

I understand and agree to the above statements and I will abide by the RIVERFIELD ACADEMY Acceptable Use Policy and Chromebook Policy as stated in this document. Should I commit any violation, I understand access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

Parent Signature: _____

Date: _____