



# Greenwood School District 50 Chromebook Responsible Use Procedures



Dear Parent or Guardian:

Greenwood School District 50 encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policies and regulations that have been established for technology use in the district. The district’s Acceptable Use Policy is available on the district web site, [www.gwd50.org](http://www.gwd50.org), in the “For Students” section under “Rights and Responsibilities.”

**Students must:**

1. Respect and protect their own privacy and the privacy of others.
  - a. Use only assigned accounts.
  - b. Keep personal information private such as name, address, phone number, etc.
  - c. Keep passwords secret.
  - d. Request and receive permission to photograph or record other individuals.
  - e. Request and receive permission to post images or videos of others to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices.
  - b. Conserve, protect, and share these resources with other students and Internet users.
  - c. Greenwood School District 50 is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
  - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
  - e. Keep only the Chromebook in the district supplied case at all times.
3. Respect and protect the copyrighted/intellectual property of others.
  - a. Cite all sources appropriately.
  - b. Follow all copyright laws.
  - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind, responsible, respectful and lawful.
  - b. Use electronic communication devices for schoolwork only.
  - c. Greenwood School District 50 email should only be used for school-related email and projects.
  - d. Report threatening or offensive materials to a teacher or administrator.

**Terms and Conditions of the Computing Device Agreement:**

- Parents are encouraged to purchase the protection plan for the Chromebook computing device. The cost of the School District Chromebook Protection Plan will be \$50 annually and is nonrefundable.
- Each Chromebook should only be used by the student it is issued to. It is imperative that the device the student is issued be maintained and handled in a responsible way.

My child and I have read, discussed and agree to **Greenwood School District 50 Responsible Use Procedures (RUP) and Terms and Conditions for Device Usage.**

Student Name (print): \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parents choosing to “Opt Out” of using the district provided Chromebook, you must sign the Chromebook “Opt Out” Protocol provided at your child’s school.*