Carson City School District

Carson Middle School
Eagle Valley Middle School

Carson High School
Pioneer High School

Secondary Student Chromebook Handbook
2017-2018

"Student Centered Learning"

Carson City School District
1402 West King Street, Carson City NV 89703
(775) 283-2000 - Fax: (775) 283-2090

Middle/High School Chromebook
Handbook Scavenger Hunt

Directions: Students, fill in the blanks below by reading through the Student Chromebook Handbook. After you have completed this document, it will act as your quick reference guide. **Note:** The numbers after each question refer to the section of the handbook where the answer may be found.

Name: _____ Grade: _____ Teacher: _____

1) Chromebook and charger must be returned when requested or when student withdraws from school. Failure to return or pay for the Chromebook will result in filing a police report for stolen property with the Carson City Sheriff's Department. (1.2)
   - o True
   - o False
2) Students are expected to carry the Chromebook inside an appropriate protective sleeve. (2.2)
   - o True
   - o False
3) When a student is not using the Chromebook, it should be stored in a safe location. Which is an example of a safe location? (2.4)
   - o Car
   - o In the student-assigned locker
   - o With a friend
4) Saving work with your Chromebook. Which are examples of places to save work with your Chromebook? (3.1)
   - o Google Drive
   - o Office365
   - o Edmodo
   - o All of the above
5) Students may be selected at random to provide their Chromebook for inspection. Chromebooks are the property of the Carson City School District and all student activity may be viewed and monitored at any time. (3.4)
   - o True
   - o False
6) Chromebooks must remain free of inappropriate _____. (4.2.3)
   - o Writing
   - o Stickers
   - o Drawings
   - o All of the above
7) Students should always secure their Chromebook after they are done working to _____ their work and their Chromebook. (4.2.7)
   - o Protect
   - o Delete
   - o Hide
8) Students must notify _____ if he or she receives and/or encounters inappropriate digital content. (4.2.8)
   - o A friend
   - o An adult
   - o The police
9) Students must protect their _____ and personal information. (4.2.10)
   - o Passwords
   - o Time
   - o Stickers

10) Students are responsible for bringing their charged Chromebook to class every day. If a student does not bring the Chromebook to class, are they excused from the assigned work? (4.2.11)

- o Yes. If I don't have my Chromebook, I don't have to do the assignment.
- o No. Students are responsible for completing all work whether or not materials are brought to class.

11) "_____" are areas where the Chromebooks are not to be used at any time. "_____" include the following: bathrooms, locker rooms, gyms, and the nurse's office. (4.3)

- o Blue Areas
- o Red Zones
- o Green Site

12) A good digital citizen will not create, transmit or access materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or _____ recipients. (4.6.2)

- o befriend
- o bully
- o Email

13) _____ must be _____ at all times unless permission is obtained from the teacher for instructional purposes (4.6.5)

- o Cover, closed
- o Colors, off
- o Sound, muted

14) A good digital citizen _____ gain unauthorized access to others' accounts, files, and/or data. (4.6.8)

- o will not
- o should try to

15) "Minor" Violations: Game _____ on the Chromebook at school during class time when use is not related to class or approved by the teacher (5.1.2)

- o creating
- o planning
- o playing

16) Example of an "Major" Violation: (5.2)

- o Bullying
- o Viewing unauthorized material
- o Deleting others' files
- o All of the above

17) Students who violate Digital Citizenship or who are found lacking digital etiquette may be required to review, complete, or re-do Digital Citizenship Lessons as assigned by Administration or Teacher. (5.5)

- o True
- o False

18) Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not _____. (6)

- o damaged
- o at home
- o closed

19) Repair fee (per repair) regardless of damage or cause is $_____ (6.1)

- o Free
- o $20
- o $40

20) Devices are the property of CCSD and are only to be repaired by District authorized personnel. If the Chromebook is in need of repair, student will complete an online _____ in their Library Account. Student will submit the applicable repair fee to the Library Media Center or Office. If a loaner device is available, one will be issued until the original device is repaired. (6.2)

- o login
- o request
- o Help Ticket

Chapter 1 - Device Management

1) CHROMEBOOK DISTRIBUTION AND COLLECTION

1.1) Chromebook Distribution/Check-Out

Chromebooks will be distributed/checked out to students. Parents and students must complete the required forms in online registration.

1.2) Chromebook Collection/Check-In

Chromebooks and chargers must be returned when requested or when student terminates enrollment or graduates. Students who are withdrawn, expelled, or terminate enrollment at Carson City School District for any reason must return their Chromebook prior to the date of termination. Students who transfer schools within District must return their Chromebooks prior to transfer.

If a student fails to return the Chromebook, he or she will be subject to criminal prosecution or civil liability if the replacement cost of $300 is not received within 30 days of the student's departure. Failure to return or pay for the Chromebook will result in filing a police report for stolen property with the Carson City Sheriff's Department.

Just like a textbook or a band uniform, Chromebooks are the property of Carson City School District, and students are responsible for returning them in reasonable condition. Students will be charged a repair fee (per repair) not to exceed the replacement cost of $300.

Chapter 2 - Responsible Care and Use

2) TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued to them by the school. Chromebooks that are damaged, broken, or fail to work properly should be taken to the school's Library Media Center or Office.

2.1) Guidelines for Chromebook Care

Just like any school property issued to students for individual use, students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order; therefore, general care is expected at all times. Students are responsible for any and all damage. Use the following guidelines to ensure proper care of your Chromebook:

1) Use a clean, soft cloth to clean the screen; do not use cleansers or liquids of any type to clean the Chromebook.
2) Do not lean on the top of the Chromebook when it is closed.
3) Do not place anything on the Chromebook that could put pressure on the screen.
4) Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

5) Insert cords and cables appropriately; do not force any cords when plugging into the Chromebook or electrical outlets.
6) Store Chromebook in a secure location. For instance, electronic devices should never be left in an unlocked locker, car, or any unsupervised area. Unsupervised areas include the school grounds, including but not limited to the gyms, locker rooms, library media centers, unlocked classrooms, hallways and school busses. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or Office. Repeat offenders may be dealt with as a disciplinary matter.

2.2) Carrying Chromebooks

Protective case, cover, shell, or stickers distributed with the Chromebook is required. Students will carry their Chromebooks inside an appropriate protective sleeve. This will be enforced. Students should not over-stuff their backpacks or squeeze or put pressure on their Chromebooks, as this may cause screen damage.

2.3) Protecting Your Chromebook

Electronic Device Identification- Each student's electronic device will be labeled in the manner specified by the technology department and can be identified in the following ways:

1) Serial number
2) Carson City School District label
3) Student identification sticker

Asset tags, labels, and identification stickers may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

2.4) Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in a safe location. If a student is storing the Chromebook in his or her assigned locker, nothing should be placed on top of the Chromebook. **Chromebooks should not be stored in a vehicle at any time due to temperature extremes that can damage the Chromebook.**

Chapter 3 – Using your Chromebook

3) APPS ON YOUR CHROMEBOOK

3.1) Saving work with your Chromebook

Students will save work in their Google Drive which will be accessible on or offline. Students may also save documents in Edmodo or Office365. Each Chromebook has space for saving documents while offline, and students are able to create or edit documents while offline.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing work.

3.2) Network Connectivity

Carson City School District makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, Carson City School District will not be responsible for lost or missing data. If you are creating documents online with Google Docs, all your work is automatically saved as you work.

3.3) Installed Applications, Extensions and Add-ons

The applications originally installed by the Carson City School District must remain on the Chromebook. All apps, extensions and add-ons will be managed, installed and/or removed by Carson City School District. From time to time, the District may add applications, extensions or add-ons. Periodic checks of the Chromebooks will be made to ensure that students have not removed required software/applications.

3.4) Inspection

Students may be selected at random to provide their Chromebook for inspection. Chromebooks are the property of the Carson City School District. Any staff member may confiscate any Chromebook at any time for safety and security purposes.
Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity, including all documents or files on student Chromebooks no matter where or when the documents were created.

Chapter 4 – Responsibilities

4) RESPONSIBLE USE

The use of Carson City School District's technology resources is a privilege, not a right, and is not transferable or extendible by students to people or groups outside the district. The use of technology resources terminates when a student is no longer enrolled with Carson City School District.

This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the rules in this handbook, privileges may be terminated, access to the Carson City School District

technology resources may be denied, and the appropriate disciplinary action shall be applied. Each school's progressive discipline policy shall be applied to student infractions.

The Internet can bring a wealth of educational material to the classroom, but may also contain material that is inappropriate in an educational setting. The Carson City School District filters websites believed to be inappropriate in compliance with the federal Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). However, on a global network, it is impossible to control all materials. The Carson City School District cannot and does not believe that inappropriate material can be completely filtered. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

4.1) School Responsibilities

1) Provide Internet access and student educational accounts through Carson City School District issued email.
2) Provide Internet filtering of inappropriate materials.
3) Provide Google Drive accounts. These will be treated similar to school lockers. Carson City School District reserves the right to review, monitor, and restrict information stored on or transmitted via Carson City School District owned equipment and to investigate inappropriate use of resources.
4) Provide guidance to aid students in use of the Chromebook and Internet resources and help assure student compliance of the Acceptable Use Policy.

4.2) Student Responsibilities

1) Students must use Chromebooks in a responsible and appropriate manner, adhering to the Nine Themes of Digital Citizenship.
2) Students must obey general school rules and adhere to Carson City School District's AUP (Acceptable Use Policy).
3) Chromebooks must remain free of inappropriate writing, drawing, stickers, or labels related to gangs, tobacco, drugs, alcohol, violence, discrimination, profanity, or any other school prohibited forms of expression, including sexually explicit content. Photos that include, but are not limited to, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
4) Students must understand that the use of any information obtained via the Internet is at the student's own risk. Carson City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5) Students must help the Carson City School District protect its users by contacting any staff member about any security problems encountered.
6) Students must take responsibility for any activity on their computer by monitoring their Chromebook/account(s).

7) Students should always secure their Chromebook after they are done working to protect their work and their Chromebook.
8) Students must notify an adult if he or she receives and/or encounters inappropriate digital content.
9) Students who withdraw, transfer, are expelled, or terminate enrollment from school for any other reason must return their Chromebook prior to the date of termination.
10) Students must protect their passwords and personal information.
11) Students are responsible for bringing their charged Chromebook to class every day. Students are responsible for completing all digital coursework assigned.
12) Students must immediately report a missing or stolen Chromebook to the Library Media Center or Office.
13) Students must give credit to all sources used, whether quoted or summarized, including all forms of media on the Internet, such as graphics, movies, music, and text. Students must demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way. Plagiarism is a violation of student handbook and classroom policies.
14) Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law does not allow immunity. If you are unsure, ask a teacher or parent.

4.3) "Red Zones" and "Red Times"

"**Red Zones**" are areas where the Chromebooks are not to be used at any time. **"Red Zones"** include the following: bathrooms, locker rooms, gyms, and the nurse's office. "**Red Times**" are certain times during the school day when the Chromebooks are not to be used. Administration and/or teachers will notify students of "Red Zone/Red Times" and may change them accordingly.

4.4) Parent/Guardian Responsibilities

1) Parents are encouraged to talk to their child about Internet safety, the Nine Themes of Digital Citizenship, and the standards that their child should follow on the use of the Internet, just as they do regarding the use of all media information sources such as television, telephones, movies, and radio.
2) Parents are asked to remind their child to bring their Chromebook to class every day.
3) Parents are encouraged to ensure that their child's Chromebook is fully charged each school day.
4) Parents are encouraged to support their child by providing Internet access at home if possible. Please note that students can access free Internet through the Carson City Library's Digitorium and other local public Wi-Fi areas.
5) Parents are expected to adhere to the Carson City School District Acceptable Use Policy.

4.5) Teacher Responsibilities

1) Teachers must maintain confidentiality regarding student personal and password information.
2) Teachers are expected to use technology to create rigorous learning experiences for all students.
3) Teachers are expected to model and actively promote the safety, values and responsibilities of The Nine Themes of Digital Citizenship.
4) Teachers are required to advocate and exhibit legal and ethical use of digital information and technology, including respect for copyright, intellectual property and the appropriate documentation of sources.
5) Teachers are expected to address the diverse needs of all learners by using learner-centered strategies and providing equitable access to appropriate digital tools and resources.
6) Teachers will promote, model and monitor responsible social interactions related to the use of technology and information.
7) Teachers are required to adhere to the Carson City School District Acceptable Use Policy.

4.6) A Good Digital Citizen

1) *Advocates for equal digital rights and access for all.*
2) *Treats others with respect in online spaces and never cyberbullies.*
    i. **Will not** create, transmit or access materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients
    ii. **Will not** engage in Sexting (the sending of sexually explicit photos, images, text messages, or emails by using a cell phone or other mobile device)
    iii. **Will not** send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
3) *Does not steal or damage others' digital work, identity or property.*
    i. Academic Honor Code
    ii. **Will not** change Chromebook's settings (exceptions: personal settings such as font size, brightness, etc.)
    iii. **Will not** install/download software or transmission of copyrighted materials
    iv. **Will not** download software/applications
    v. **Will not** participate in credit card fraud, electronic forgery or other forms of illegal behavior
4) *Makes appropriate decisions when communicating through a variety of digital channels.*
    i. **Will not** use anonymous and/or false communications
    ii. **Will not** bypass Carson City School District's web filter
5) *Uses digital tools to advance their learning and keeps up with changing technologies.*

i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All software, applications, games, music, videos, etc. must be district approved/provided. Personal ear buds are encouraged.

6) *Makes responsible online purchasing decisions and protects their payment information.*
   i. **Will not** use district issued Internet/e-mail accounts for financial or commercial gain or for any illegal or inappropriate activity
7) *Upholds basic human rights in all digital forms.*
8) *Protects personal information from outside forces that might cause harm.*
   i. **Will not** give out personal information over the Internet
   ii. **Will not** gain unauthorized access to others' accounts, files, and/or data
   iii. **Will not** use or possess hacking software; it is strictly prohibited and violators will be subject to state or federal law resulting in criminal prosecution or disciplinary action by the Carson City School District.
9) *Proactively limits health risks of technology, from physical to psychological.*
   i. **Will not** vandalize school equipment (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components will not be allowed).

Chapter 5 – Discipline

All Chromebooks will be used in a responsible, efficient, ethical, and legal manner. Violations may lead to disciplinary action or loss of Chromebook privileges or both, and parents will be contacted. The following is a list of possible violations:

5.1) "Minor" Violations:

1) Communicating by using social media, email, or other electronic means during class time when use vis not related to class
2) Game play/Video streaming on the Chromebook at school during class time when use is not related to class or approved by the teacher
3) Knowingly accessing non-educational websites during class time.

5.2) "Major" Violations:

1) Bullying & Harassment
2) Use of someone else's account
3) Moving, deleting, or changing files/folders not owned by you
4) Removing or damaging computer hardware
5) Bypassing the Carson City School District's filter
6) Manipulating screen content with intent to deceive

7) Viewing unauthorized materials, images, and or websites
8) Showing, depicting, suggesting or implying illegal activity, drug use, or gambling
9) Showing or encouraging violence against a living being or physical property
10) Showing adult-oriented material
11) Showing provocative or explicit dress (or undress)
12) Storage of inappropriate materials
13) Student activities strictly prohibited as listed in section 4.6 of this handbook

5.3) Theft and Destruction of School Property (Chromebooks)

1) **Stealing/Robbery:** Students involved in stealing or robbery or in possession of stolen property on school grounds or school transportation: suspension and possible arrest.
2) **Property Damage:** Students involved in the willful destruction or defacing of school property or the property of others. (The offender's' parents/guardians will be held responsible for repairing or replacing damaged school property per NRS 41.470): suspension and cost of damage.

5.4) Consequences for Violations:

Teachers and administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions. Site Administration will establish a Progressive Discipline Policy ranging from limited Chromebook accessibility to the device being taken away.

5.5) Re-teaching Digital Citizenship

Students who violate Digital Citizenship or who are found lacking digital etiquette may be required to review, complete, or re-do Digital Citizenship Lessons as assigned by Administration or Teacher.

Chapter 6 - Repairs

6) REPAIRS AND RESPONSIBILITY FOR Chromebooks

Students are expected to use their Chromebook in accordance with this handbook, Carson City School District's Acceptable Use Policy, and any applicable laws. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged. Carson City School District reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs due to negligence as determined by administration and/or civil authorities.

6.1) Cost of Repairs

Students will be held responsible for any and all damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, missing keys, broken trackpad,

inoperable device, etc. Lost items such as cases and cables will be charged a replacement fee. Repair/Replacement rates:

Repair fee (per repair) regardless of damage or cause…….……..…….$20
Lost/broken AC adapter/charger …….…….....$20
Lost or broken clamshell cover…….…..…..$15
Identification sticker/label replacement…….…….$5
Lost, non-repairable or stolen Chromebook …….…….…….$300

6.2) Chromebook Repair Process

Devices are the property of CCSD and are only to be repaired by District authorized personnel.

If the Chromebook is in need of repair, student will complete an online Help Ticket in their Library Account. Support for this process is on the Library Homepage or in person at the Library Media Center. (www.carsoncitschools.com, Students, Library Catalog)

After creating a Help Ticket, student will submit the applicable repair fee (or a receipt if paid in the finance office) and device to the Library Media Center or Office. If a loaner device is available, one will be issued until the original device is repaired.

Chromebook Liability and Responsibility Form

Chromebook CHECKOUT FORM

Student Name: _____Grade:_____

This computer agreement is to signify that the above named student and parent/guardian is fully responsible for maintaining this device. Prior to device checkout, this form must be signed and initialed by both the student and the student's parent or guardian and returned to the school. It is agreed that the Carson City School District is not responsible for any loss or damage done to the device while in possession of the student. If loss or damage occurs, the student and parent/guardian are responsible for the repair or replacement of the device.

Repair Cost:

Repair fee (per repair) regardless of damage or cause……$20
Lost/broken AC adapter/charger ……$20
Lost or broken clamshell cover……$15
Identification sticker/label replacement……$5
Lost, non-repairable or stolen Chromebook ……$300

1) I understand that my child will be receiving a Chromebook for academic use both at school and at home.
   (Student & Parent/Guardian Initials: _____/ _____)
2) I have read and agree with the Carson City School District - Secondary - Student Chromebook Handbook.
   (Student & Parent/Guardian Initials: _____ /_____)
3) It is understood that unpaid fines for computer loss may result in the school putting a hold on student records. Continued misuse of a Chromebook may result in a loss of this privilege and potential discipline according to the guidelines in the Student Handbook and the Carson City School District - Secondary - Student Chromebook Handbook.
4) Failure to return the Chromebook upon request or termination of enrollment will result in a police report being filed for stolen property belonging to the Carson City School District.
   (Student & Parent/Guardian Initials: _____/ _____)

I understand and agree to these Chromebook use guidelines.

_____ Date_____
Student Signature

_____ Date_____
Parent/Guardian Signature

Carson City School District
Student Pledge

Student Pledge for Responsible Use

I will take good care of my Chromebook.
I will never leave my Chromebook unattended.
I will never loan out my Chromebook to other individuals.
I will keep my Chromebook charged.
I will keep food and beverages away from my Chromebook to reduce the risk of damage.
I will not disassemble any part of my Chromebook or attempt any repairs.
I will protect my Chromebook by only carrying it an appropriate and safe manner.
I will use my Chromebook in ways that are educational, appropriate and meet school expectations.
I will only place appropriate decorations (such as stickers, markers, etc.) on the district provided label for personalization and will not deface the serial number or other District issued labels.
I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Carson City School District.
I will follow the policies outlined in this handbook and all Carson City School District technology policies while at school, as well as outside the school day.
I will be responsible for all damage or loss caused by neglect or abuse.
I agree to return the Chromebook and power cords in good working condition.
I will notify school staff in case of theft, vandalism, and other incidents impacting the Chromebook.
I understand that a police report will be filed by the school if necessary.

I agree to the rules set forth in the above document including the Carson City School District - Secondary - Student Chromebook Handbook.

Student Name (Please Print):_____

Student Signature:_____Date:_____

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature:_____ Date:_____

Chromebook and accessories must be returned when requested. Students who withdraw, are expelled, or terminate enrollment at Carson City School District must return their Chromebook and accessories on the date of termination.

Parent Permission Options
Take Home or Keep at School Permission Form
(Please choose Option 1 OR Option 2)

Option 1 : Student is allowed to take laptop from school

I give permission for my child to take the Carson City School District laptop issued to him/her to and from school. I understand the responsibilities under the Carson City School District 1:1 Laptop Handbook and understand that my child is responsible for appropriate care, handling, and usage of the Carson City School District laptop and its accessories.

My student will be allowed to access the Internet through our home wireless network.
Please circle: Yes or No

Parent Signature: _____ Print Name: _____

Student Signature: _____ Print Name: _____

Date: _____ Asset Number: _____

---------- OR ----------

Option 2: Student is NOT allowed to take laptop from school

My child is only allowed to use the Carson City School District laptop at school and will not bring it home. I understand that my child is still responsible for its care while at school and for all academic work that may be required outside of the school day. I understand that my child needs to store the device in the designated area at the end of the day and pick it up before the next school day begins.

Parent Signature: _____ Print Name: _____

Student Signature: _____ Print Name: _____

Date: _____ Asset Number: _____

No laptop will be issued to a student until
one option has been selected with the appropriate signatures.

Carson City School District Student E-mail and Digital Resource Permission Slip

E-mail addresses used for Google Apps for Education and Digital Resource accounts have been created for Carson City School District students for instructional purposes. Access to accounts is a privilege and responsibility for the student. As an instructional tool, student accounts are monitored and controlled by the classroom teacher.

Teacher responsibilities include:

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student interactions for monitoring appropriate student use.
3. Supervise student use of the accounts.

Student responsibilities include:

1. Never put personal information online (phone number, age, home address).
2. Use all digital resource accounts in an appropriate manner.
3. Return a signed parental consent form before email accounts will be issued.
4. Adhere to the Carson City School District Acceptable Use Policy (AUP).
5. Have a signed AUP on file at school of attendance.

This email account is provided as a support for instruction and learning. Consequently, any and all messages are open for review by the teacher. In maintaining and securing the system, technology support personnel have access to the message traffic.

I will follow these guidelines, apply common sense, and digital citizenship when using technology.

1. Messages will not contain profanity, obscene comments, or sexually explicit materials.
2. Messages will not contain racist, sexist, religious, or generation derogatory content. Respect for members of the school and general community is expected and should be expressed.
3. User identity will be accurately reflected in all message traffic.
4. No virus, program, or addition will be introduced into the system, which alters its operation, destroys, or damages data or renames or relocates files.
5. Passwords, or other access codes, are not to be shared by student users. No student is authorized to use any other person's password or email account.
6. Overall message volume or routing should not absorb a disproportionate amount of email system resources.

STUDENT ACKNOWLEDGMENT

_____ _____ Print first

Print first and last name Signature

PARENT CONSENT

_____I **DO** give permission for my child to use the student email and digital resource accounts referred to above to be provided by Carson City School District.

_____I **DO NOT** give permission for my child to use the student email and digital resource accounts referred to above to be provided by Carson City School District.

_____ _____

Parent's Name (please print) Parent's Signature