



## Delsea Regional and Aura School Acceptable Use Procedures (AUP)

Dear Parent or Guardian:

The Delsea and Elk School Districts encourage 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 policy and regulations that have been established for technology use in the district. The district's technology policies are available on the district website under the Board of Education tab. Policies #2361, 2363, and 7523 can be found by clicking on Board Policies link. The districts are required to oblige to certain laws that apply to the use of technology in schools. Below is the information on these laws and the software's compliance.

### **CIPA (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>)**

CIPA requires that measures must be in place to block or filter Internet access to pictures that are obscene, of child pornography, or harmful to minors (for computers that are accessed by minors). Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

### **FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)**

FERPA is a federal law that protects the privacy of student education records. Generally under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. However, schools may disclose directory information without prior consent, except that parents may request the school not disclose this information.

### **COPPA (<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>)**

The primary goal of COPPA is to place parents in control over what information is collected from their young children online. The Rule was designed to protect children under age 13 while accounting for the dynamic nature of the Internet. The Rule applies to operators of commercial websites and online services (including mobile apps) directed to children under 13 that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13.

### **Google Apps for Education Security and Privacy Information**

([https://support.google.com/a/topic/4388147?hl=en&ref\\_topic=29818](https://support.google.com/a/topic/4388147?hl=en&ref_topic=29818))

### **GoGuardian Privacy Information**

<https://www.goguardian.com/privacy-information.html>

### **Students are expected to:**

1. Respect and protect their own privacy and the privacy of others.
  - a. Use only assigned accounts.
  - b. Keep personal information such as: name, address, phone number, etc., offline.
  - c. Keep passwords secret.
  - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos 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. The Delsea and Elk School Districts are 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.
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. Delsea and Elk email should only be used for school-related email and projects.
    - d. Report threatening or offensive materials to a teacher or administrator.

The Chromebooks have a webcam and limited tracking capabilities. The Delsea Regional and Elk Township School Districts will never use these capabilities nor the access to store information in a manner that would violate the privacy rights of the student or any individual residing with the student. Students are reminded that these devices are owned by the district and any information or programs downloaded may be subject to remote access and subsequent school discipline.

Any student who transfers out of the district is required to return the chromebook to Delsea Regional or Elk Township School District. If the device is not returned, the parent/guardian is responsible to pay the full price of the device

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

- A one time fee of \$30.00 will be charged for each device
- Dell’s Accidental warranty covers one “accidental” claim per year. The \$30.00 warranty will cover 2 additional “accidental” claims over the 3 years of the device. Any accidental damage past this will be the responsibility of the student/parent.
- Whether the device is being used at home or in school, it is imperative that the device the student is issued be maintained and handled in a responsible way. Intentional damages will require the student to pay a deductible or to replace the device in its entirety, depending upon the damage. If a power cord, case or other accessory is damaged or lost the student is responsible for the full cost of replacement. A list of fees for missing or damaged parts can be found in the 1:1 Technology Handbook or on the 1:1 Website.

**Warranty Information / Fee Sheet**

<u>Item</u>	<u>Covered by Warranty</u>	<u>Cost</u>
Chromebook Defective/Defective Parts	Yes	\$0.00
Accidental Damage to Chromebook	Once Per Year <i>(2 additional claims will be covered by the \$30 fee over the lifetime of the device)</i>	Screen - \$25.00 Keyboard/Mouse - \$50.00 Top Cover - \$50.00
Intentional Destruction of Chromebook	No	\$260.00
Carrying Case Lost/Destroyed	No	\$30.00
Chromebook Charger Lost/Destroyed	No	\$20.00
Chromebook Lost without Police Report	No	\$260.00
Chromebook Lost with Police Report	No	\$100.00
Chromebook Not Returned (Transfer Out)	No	\$260.00

My child and I have read, discussed and agree to **Delsea Regional and Elk Township Acceptable Use Procedures (AUP), Terms and Conditions for Device Usage, Safety Brochure** and **Warranty Information/Fee Sheet**.

Student Name (print): \_\_\_\_\_ Student ID# \_\_\_\_\_

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

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

Please return this portion of the AUP only.  
The above pages are for your records.

# Chromebook Opt-out

If you feel it would be best for your child to not utilize these tools, the district will make sure that your child's account is closed. Please keep in mind, though, that the decision to disable your child's Google Apps for Education account will **prohibit the use of a district chromebook** and may affect his or her daily interaction in the classroom. While we will make every effort to accommodate any student who is not using these tools, the full impact of a lesson or project may not be realized by a student as the lesson or project may have been built around Google Apps.

I do not want my student to use the Google Apps for Education resources in any form. I understand this may affect my child's daily interaction in the classroom.

Student Name (print): \_\_\_\_\_ Student ID# \_\_\_\_\_

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