CCPS Instructional Technology
#oneCaroline

Chromebooks for CCPS Students
What You Need to Know
A Handbook for Students and Families

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Chromebook Basics

- The Chromebook is a small laptop-type computer with a glass screen. Chromebooks are useful and sturdy – when cared for properly. We have a lot to tell you about using and taking care of the Chromebook. Please read the pages that follow and be sure to contact your school with any questions you might have.

Do I Have to Use the School's Chromebook?

- Yes, students MUST use their school issued Chromebook while on campus.

How to Sign into the Chromebooks

- You will use your school Google account to log into your Chromebook. The login screen should appear when the device is turned on.
- Student usernames are set up with the student's graduation year followed by a combination of letters from their first and last name (the sign in screen automatically has @ccps.us filled in).
- Student password is the lunch number twice with no spaces.
    - Example:
        - Username: 2030firslastnam
        - Password: 1234512345
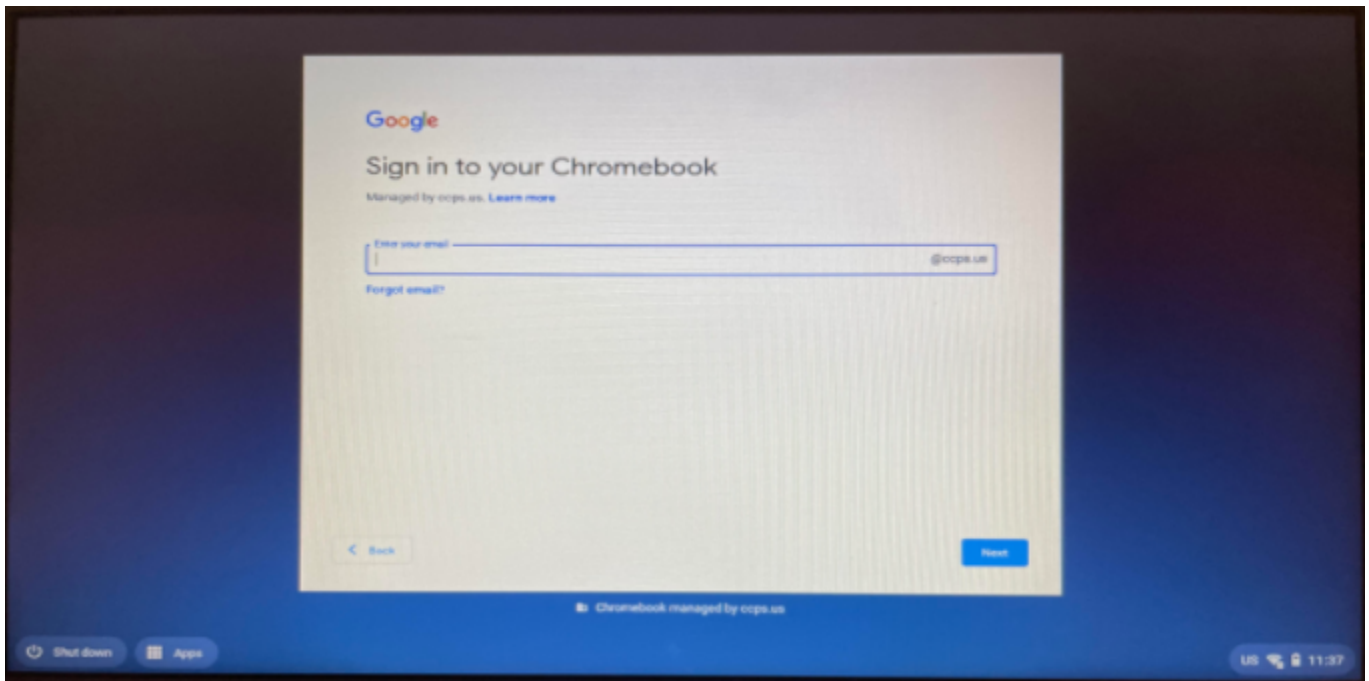
Chromebook Dashboard:
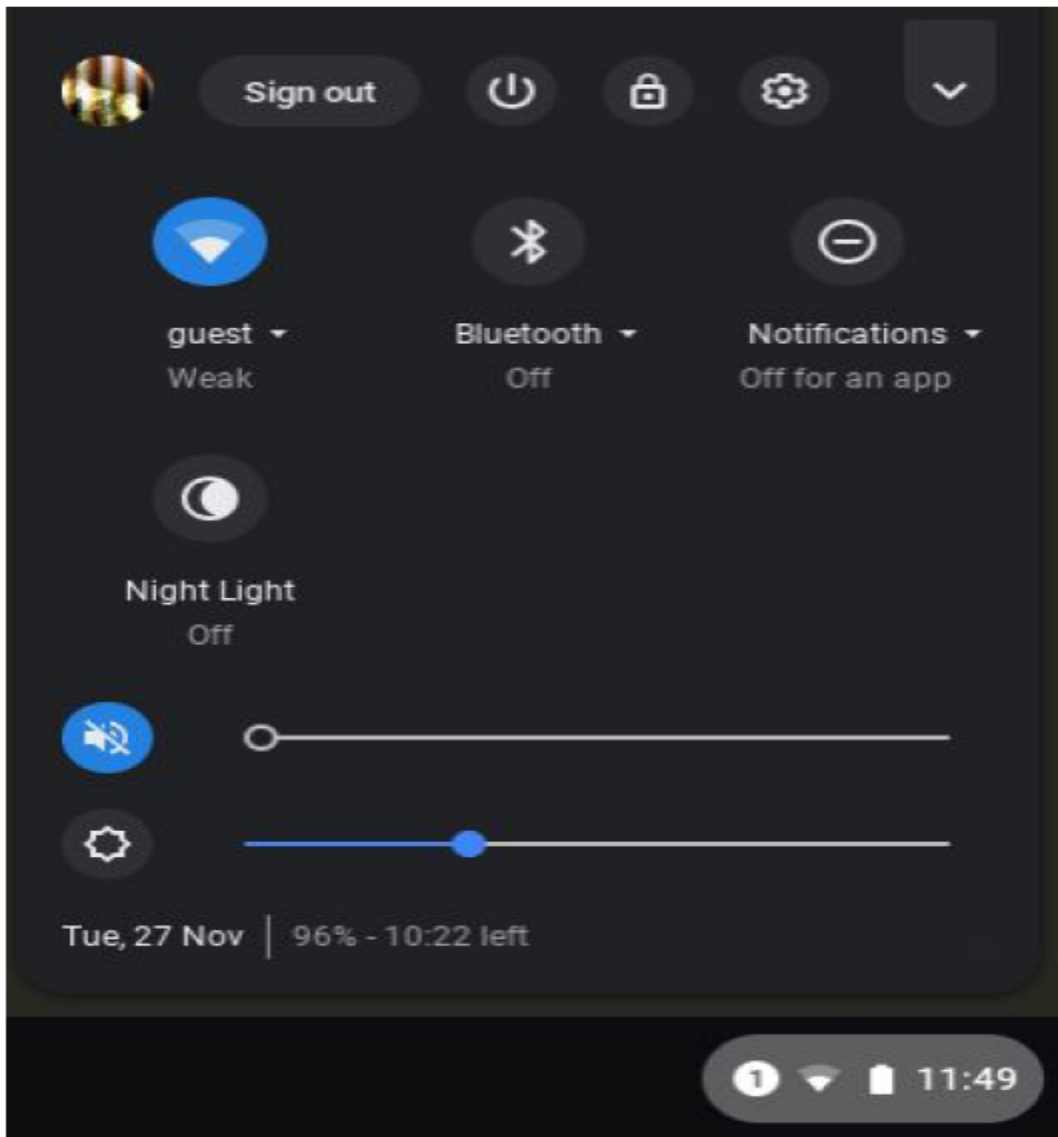
The above dashboard or quick settings panel allows you to access wifi settings, set up bluetooth, check notifications, adjust volume and brightness levels. In addition you can access your personalized settings, sign out, shut down or lock your device.

Chromebook Hardware

1. USB-A Port
2. USB-C Port
3. Kensington lock slot
4. USB-C AC power
5. USB-A Port
6. MicroSD
7. Combo headphone/microphone

Touchpad

Chrome Controls

Window controls

Number	Description
1	Goes *Backward* ← and *Forward* → in the current web browsing sessions's history (closing and reopening the Chrome browser begins a new session). Select to *Reload* ⟳ the current webpage.
2	Closes a tab.
3	Opens a new tab.
4	Type a web address or perform an internet search in this search box (also known as the "omnibox").
5	Minimizes the window into the desktop shelf.
6	Maximizes the window to take up the entire screen. Click again to return window to previous position. Also, select and hold to display a left ❮ and right ❯ arrow next to the icon. These neatly align the window to take up half the left side of the screen or the right side, respectively.
7	Closes the entire window (tabs and all).
8	Bookmark (save) webpage links to this quick-access area called the "bookmarks bar".
9	Select to bookmark (save) a link to the currrent webpage.
10	Select to use any enabled extensions you have installed in Chrome from this extension list.
11	Select to customize and control Google Chrome.

Chrome Launcher

- You can push the magnifying glass or search button on your chromebook to bring up the "Launcher" screen. You can also click on the gray circle on the bottom left of your Chromebook and select the "Up" arrow to bring up a tray with an assortment of apps.

Software and Operating System Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Asset Tags

- All Chromebooks will be labeled with a barcode and student's last name. Students may be charged up to the full replacement cost of a Chromebook for tampering with a barcode. The school division will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and ID number of the student assigned to the device.
- Do not remove any district-provided stickers or labels on your Chromebook. You may add school appropriate stickers to your chromebook but please refrain from adding them over the district labels and stickers.

Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to school technology staff as soon as possible so that they can be taken care of properly. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should not be stored in extreme heat or cold.

How Do I Care for the Screen?

- Be gentle with your Chromebook, and especially the screen. Do not:
    - lean on the screen.
    - stack books or other heavy objects on top of the iPad.
    - hit the Chromebook against the wall, doors, people, or other objects.
    - place liquids in a book bag or backpack containing a Chromebook.
    - use sharp objects on the screen – it will scratch.
    - use pens or pencils on the screen.
    - place anything in the Chromebook case except the Chromebook.

- To protect the screen while you are moving, carry the Chromebook in front of your body and avoid bumping into others.
- To clean the screen use a soft, lint-free cloth – like a clean, dry dish towel – to wipe off the Chromebook. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol, or alcohol-base products, or other abrasives to clean your Chromebook. They could remove the special coating and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the Chromebooks where cords are plugged in).

Cables and Cords

- Please be careful when you plug a cable or cord into your Chromebook. This will prevent damage to the device.
- Do not force a cable or plug into a Chromebook.
- Use only the district-provided power adapter to charge the Chromebook.
- Label your cable and power adapter with tape that can be easily removed.
- Do not write on or make any permanent marks on the cables or power adapter.

Any electronic device (Chromebooks, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the Chromebook, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

Chromebook Repairs

- Each student will be issued the same laptop for the duration of the Chromebook replacement lifecycle.
- If a Chromebook is not working, the student must notify their teacher and take it to the designated area for repair.
- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- School technology staff will contact students when their devices are repaired and available to be picked up.

Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the computer lab tech.

Bookmarks

What are Computer Bookmarks?

- Bookmarks are ways to save websites in a computer browser. With one click, you can get to those sites quickly. They are a great way to not have to retype website addresses (URL's), so they save you time. Omnibox Bookmarks Star (indicates a bookmark when blue)

Omnibox   Bookmarks   Star (indicates a bookmark when blue)

Where are My Bookmarks?

- Bookmarks on your Chromebook are stored in the Chrome browser. You can get to your bookmarks in a few ways, but the most efficient is to have them at the top of your browser, on your bookmark bar.

What Should I Bookmark?

- You should bookmark websites that you use frequently for school and websites your teachers ask you to bookmark.

How Do I Create a Bookmark?

- There are several ways to bookmark. Go to the website you want to bookmark and click on the star to the right of the Omnibox (where the website address is). You will be asked where you want to save the bookmark. The star will turn blue. Another option is to click on the little icon to the left of the URL (typically a lock) and drag it down to the bookmark bar.

How Do I Organize Bookmarks?

- You can create folders on your bookmark bar. To do so, hover on the bookmark bar and tap the right side of your Chromebook's mousepad with your pointer and middle fingers (two-finger click). On the menu that pops up, choose "Add folder" and then give it a name. Now you can drag bookmarks into that folder.

How Do I Delete a Bookmark?

- Deleting unused bookmarks will free up space for more current ones and also make it easier for you to find bookmarks. To delete, hover on the bookmark and tap the right side of your Chromebook's mousepad with your pointer and middle fingers. On the menu that pops up, choose "delete." You can also delete bookmarks by clicking on your bookmark and then clicking on the star in the omnibox and choosing "remove" - you will see the star turn from blue to unfilled.

Keeping Your Chromebook Safe

- A Chromebook is a valuable device and could be the target of theft. To make sure this does not happen:
    - NEVER LEAVE THE CHROMEBOOK UNATTENDED.
    - Do not leave or store the Chromebook in a vehicle.
    - Do not lend the Chromebook to another person. You are solely responsible for the care and security of your Chromebook.
    - Parents/Guardians are permitted to assist their student in operating and accessing acceptable tools and applications on the Chromebook.
    - A password will be required to prevent unauthorized access to your personal information on the Chromebook. Do not share your password with anyone else.
    - Each Chromebook has a unique identification number and a district property control tag. Do not remove the tags or modify the numbers.

Is the Information on My Chromebook Safe?

- Digital identifications, email addresses, and the usernames and passwords for online systems and accounts, are for the students' use only and should remain confidential. Never share your username and password with others and do not use another person's username and password.

Using the Chromebook at Home

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the CCPS Code of Conduct and Acceptable Use Policy, whether using the Chromebook at school or outside of school.

How Do I Connect the Chromebook to Wi-Fi?

- Click on the Quick Settings Panel at the bottom right of your screen.
- Click on "no-network."
- Select the desired Wifi Network and enter the password if it calls for one.

How Can I Work Offline on a Chromebook?

- View this informational video on how to access Google based assignments offline.

Apps on the Chromebooks

- Students are not allowed to download and install apps. Caroline County Public Schools reserves the right to remove an inappropriate app and/or student apps that may be using valuable space needed for educational activities.

Schoology

What is Schoology?

- Schoology is the adopted Learning Management System at the secondary level. This is where you will access course materials assigned to you by your teacher.

How Do I Access Schoology?

- You can access Schoology by going to my.ccps.us and clicking on Schoology at the top of the page. Once you click on Schoology it will prompt you to enter your email address and password. Once you complete that process you will be sent to your Schoology Dashboard.

How Do I Join a Schoology Course?

- Schoology syncs with PowerSchool so you will be automatically enrolled in your courses. To access Schoology you will go to my.ccps.us and click the tab titled Schoology. You will then use your Google Login information. (this is the same as the information you used to log into your chromebook)

How Do I Access Materials in a Schoology Course?

- Once you are logged in, you will see icons for each of your courses. You will click on the course you are wishing to access to enter that course. Once on the main course page you will see all folders and materials for you to access.

How Do I Submit an Assignment in Schoology?

- View this informational video to learn how to submit assignments in Schoology.

[**Submitting Assignments in Schoology**](#)

Conferences

What is a Schoology Conference?

- The conference feature in Schoology is where virtual classes take place. It is located on the left side menu on each student's course page.

How Do I Join a Schoology Conference?

- View this informational video to learn how to access a Schoology Conference.
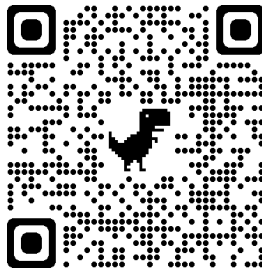
[**How to Access Schoology Conferences**](#)

How Do I Access Schoology as a Parent?

- View this informational video to learn how to access Schoology as a parent.
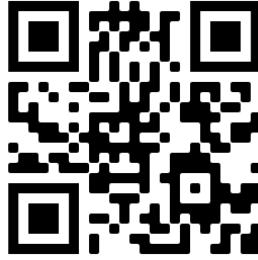
[Accessing Schoology as a Parent](#)

Pictures, Content and Data

Cameras and Microphones

- The Chromebook has a built in webcam microphone, so students can record audio and video. All recordings and pictures created with the Chromebook are subject to CCPS policies as well as state and federal laws. Only record audio or video for instructional reasons if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.
  - Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
  - Do not use the webcam to take inappropriate photos or videos.
  - Do not use the webcam to share the personal information of yourself or another individual.
 - Do not use the webcam or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
  - Do not email, post to the internet, or electronically send images, video or audio recordings of other individuals without their written permission.

Sound, Music and Games

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for health reasons.
- Games are strictly reserved for instructional purposes only.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school division will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing may be set up at schools for use only when absolutely required.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information
- About Google Cloud Print can be obtained here.

Expectations for Using the Chromebook

- The Chromebook can be a wonderful educational tool. CCPS is proud to be able to provide students a Chromebook for use at school or for instructional purposes. Responsibilities come with the privilege of Chromebook use, and some uses are not allowed.

Content Filtering

- The school division utilizes an Internet content filter called Securely that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school division. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.
- All traffic to and from an CCPS device is subject to monitoring and logging, but Securely does not affect other devices on a home or public network. Parents should continue to monitor these devices.

No Expectation of Privacy

- Chromebooks are district property. CCPS staff members can access the internet history, photos, and other information on the Chromebook at any time.
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school division related or personal purposes, other than as specifically provided by law. The school division may, without prior notice or consent, log, supervise, access, view, and monitor use of student Chromebooks at

any time for any reason related to the operation of the school division. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff use monitoring software that allows them to view the screens and activity on student Chromebooks.

For Students – Responsible Uses

- Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.
- Students will:
    - Follow all district and classroom policies, procedures and guidelines when using technology.
    - Keep usernames and passwords private.
    - Treat others with respect and use appropriate language in all electronic interactions with others.
    - Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
    - Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work.
    - Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
    - Respect the privacy of others.
    - Students will limit all in-school photography, video and audio recording to educational use.

For Parents and Guardians

- In accordance with the CCPS Acceptable Use of Technology Agreement for students, Parents and Guardians are responsible for monitoring their child's use of the Internet and access to district technology resources including the Chromebook, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and Guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following your rules, you have the right to limit access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

Unacceptable Behavior and Uses

- Students may not use district technology resources to:
    - Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
    - Gain unauthorized or inappropriate access to district technology resources.
    - Use, retrieve, store, or send improper language, pictures, or other digital content.
    - Cheat, including getting or giving answers to tests; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting other similar forms of electronic cheating.
    - Violate copyright or licensing agreements
    - Access inappropriate or blocked resources in any manner while on district property during school hours or using district property.
    - Share or post any personally identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, phone number, Parent or Guardian names, or school name.
    - Modify the operating system, add restrictions, remove security profiles, or vandalize district technology resources.
    - Install any apps other than those authorized by Caroline County Public Schools.

Expectations for Using the Chromebook: Parents and Guardians

Set Expectations

- Set and communicate clear expectations for your child's use of the Chromebook. The Common Sense Media Family Agreement provides an age appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. This is available [here.](#)

Monitor and Limit Screen Time

- The Chromebook is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.
- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.
- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.

Monitor Student Progress

- CCPS encourages parents and guardians to use Schoology Parent Access and PowerSchool's Parent Portal to monitor their child's academic progress.
- In addition, regularly emailing your child's teacher is a great way to get periodic updates on academic progress.

Mail Communications

- Student G Suite for Education accounts include Gmail, Google's version of email.
- Student usernames are set up with the student's graduation year followed by a combination of letters from their first and last name (the sign in screen automatically has @ccps.us filled in).
- Student password is the lunch number twice with no spaces.
  - Example:
    - Username: 2030firslastnam
    - Password: 1234512345

Checking Your Email

- Logging into your school Chromebook will log you into your school email account. To navigate to Gmail, you can go to mail.google.com or from any google page, click on the "waffle" icon in the top right corner and find the Gmail app. If you are on a laptop or other device, you would use your Google login to log into Gmail.

Grade Level Specific Settings

- Elementary student accounts are set up to allow students to email teachers only. Unless needed for a specific lesson by teacher request, students are not able to email other CCPS students. In addition, elementary students cannot send or receive email from email addresses outside of CCPS. Middle and high school students are able to email other students, teachers, and send/receive emails from outside organizations.

Important Reminders

- School email is to be used for school purposes only such as communicating with teachers, collaborating on assignments with classmates, subscribing to educational websites under the direction of teachers, and asking for assistance from others on school assignments. Students are responsible for checking their email on a regular basis to stay up to date. Students with concerns regarding email should reach out to a teacher or administrator for assistance.

Damaged, Lost or Stolen Chromebook and Accessories

- Do not attempt to gain access to internal electronics or repair your Chromebook. If the Chromebook fails to work or is damaged, contact your teacher or school staff to report the problem as soon as possible.
- The CCPS technology staff will try to help fix the issue remotely, however, some issues may require a technician to have physical access to the device. In that case, an appointment will be made so you can bring the device to the school for troubleshooting in person and/or so a loaner device can be issued. Chromebook repair/replacement options will be determined by the Technology staff.
- If the issue appears to be with logging into specific websites as requested by a teacher, please contact the teacher first. If the issue appears to be due to something not working correctly on the Chromebook itself (will not connect to wifi, screen issues, keyboard issues, etc.), please contact the CCPS Technology Help Desk. If you are unsure about whether the issue is due to the device or an account, please contact the CCPS Technology Help Desk.
- If the Chromebook, case, charger, and/or cord are lost, students and families may be requested to contribute to the replacement cost.
- If a Chromebook is stolen, CCPS has the ability to remotely render the device unusable. The Chromebook will then display a message that the Chromebook has been disabled along with contact information for returning the device to the CCPS central office.

Appropriate Uses and Digital Citizenship

- The Chromebooks should be used for educational purposes, and students are to adhere to the CCPS Digital Citizenship Agreement at all times.
- Failure to use Chromebooks for educational purposes and/or to abide by the Digital Citizenship Agreement will result in the student's return of his/her school issued Chromebook and termination of his/her privilege of using a loaner Chromebook.

Acceptable Computer System Use Agreement

- Each student and his or her parent/guardian must sign the Acceptable Computer System Use Agreement before being permitted to use the School Division's computer system. This is located in the Student Code of Conduct.

Caroline County Public Schools Digital Citizenship Agreement

- Caroline County Public Schools believe that the best way to prepare our students for their digital future is to have them utilize online tools appropriately in school. CCPS has monitoring software and filters to minimize student encounters with inappropriate content. It is critical that every student is prepared for a participatory culture by providing resources related to Internet

safety, digital citizenship skills, and student awareness of and skills for personal and data privacy. Each student at the Middle and High School and his or her parent/guardian must sign the Digital Citizenship Agreement before being permitted to use the School Division's computer system. This is located in the Student Code of Conduct.

- Respect and Protect Yourself
    - I will keep my passwords private and will not share them with my friends.
    - I will be conscious of my digital footprint and careful about posting personal information.
    - I will only post text and images that are appropriate for school.
    - I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
    - I will be aware of whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
    - I will always log off before leaving a computer.
    - I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.
- Respect and Protect Others
    - I will understand cyberbullying and refrain from using computers to bully or harass other people.
    - I will not log in with another student's username and password.
    - I will not trespass into another student's network folder, documents, files or profile.
    - I will not disrupt other people's ability to use school computers.
    - I will not pretend to be someone else and will be honest in my representation of myself.
    - I will not forward inappropriate materials or hurtful comments or spread rumors.
    - I will immediately report any inappropriate behavior directed toward me or my fellow students to my teacher, librarian, counselor, or other adult at school.
- Respect and Protect the Learning Environment
    - I will limit my web browsing at school to research related to academic assignments and school based activities.
    - I will not visit inappropriate websites. If an inappropriate page, image, or search result comes up, I will immediately close the window or tab.
    - I will not play games on school computers without specific teacher instructions.
    - I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
    - I will only send and receive school related email.

- Honor Intellectual Property
    - I will understand "fair use" and copyright as it applies to student work.
    - I will not plagiarize.

■ I will cite any and all use of websites, images, books and other media.

Computer System Use-Terms and Conditions:

Acceptable Use

● Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.

Privilege

● The use of the division's computer system is a privilege, not a right.

Unacceptable Use

● Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
● using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
● sending, receiving, viewing or downloading illegal material via the computer system.
● unauthorized downloading of software.
● using the computer system for private financial or commercial purposes.
● wastefully using resources, such as file space.
● gaining unauthorized access to resources or entities.
● posting material created by another without his or her consent.
● submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
● using the computer system while access privileges are suspended or revoked.
● vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
● intimidating, harassing, bullying, or coercing others.
● threatening illegal or immoral acts.

Network Etiquette

● Each user is expected to abide by generally accepted rules of etiquette, including the following:
  ○ be polite.

- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.

Liability

- The school board makes no warranties for the computer system it provides. The school board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school board for any losses, costs, or damages incurred by the school board relating to or arising out of any violation of these procedures.

Security

- Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

Vandalism

- Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

Charges

- The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

Electronic Mail

- The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password.
- Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Enforcement

- Software will be installed on the division's computers having access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or legal action.

Any violation of these rules may result in loss of computer system privileges and may also result in disciplinary action as determined by School Board policy or legal action.