



Linton Hall School  
9535 Linton Hall Road  
Bristow, Virginia 20136

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Dear Parents,

We are pleased to have the opportunity to offer Google Apps for Education (GAFE) to our students in Grades 3-8 at Linton Hall School. GAFE gives us the ability to use exciting cloud-based collaborative tools for learning, and it's a great extension to our classroom and technology curriculum. Each student will be provided a Google login for use with Linton Hall's GAFE domain. It is Linton Hall School's policy that all GAFE student accounts are created within a "walled garden," which means the students will not be able to use their Linton Hall School GAFE account to exchange e-mail with anyone outside of the lintonhall.edu domain, and it restricts access to certain features (such as Google Talk/chat.) E-mail is enabled for Grades 5-8 only. Grades 3 and 4 have access to Google applications and Google Classroom. It is also Linton Hall School's policy that only lintonhall.edu accounts will be used for class assignments. Personal gmail( gmail.com) accounts will not be permitted for these projects. This approach allows Linton Hall School to better protect the privacy of our students.

Attached, please find two permission slips with Linton Hall School's Responsible Use Procedures (RUP.) The attached forms must be completed and signed by both student and parent BEFORE the student will be given their password for Google Apps and/or issued a Chromebook. Please refer to the schools **Acceptable Use Policy** in the school handbook, for additional IT policies.

Please direct any questions to me at [rryder@lintonhall.edu](mailto:rryder@lintonhall.edu).

Thank you,

Becki Ryder  
Technology Integration Coordinator



Linton Hall School  
9535 Linton Hall Road  
Bristow, Virginia 20136

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## LINTON HALL SCHOOL RESPONSIBLE USE PROCEDURES

Dear Parent or Guardian:

Linton Hall School 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 policy and regulations that have been established for technology use in the school. The school's Acceptable Use Policy is available in the Parent Student Handbook.

### Students must:

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. Linton Hall School 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.
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. Linton Hall School email should only be used for school-related email and projects.
  - d. Report threatening or offensive materials to a teacher or administrator.

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My child and I have read, discussed and agree to **Linton Hall School Responsible Use Procedures**.

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

Homeroom Teacher: \_\_\_\_\_

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

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

***Please sign and return to Mrs. Ryder***

*Last edit: 8/25/16*



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CHROMEBOOK ACCEPTANCE OF RESPONSIBILITY and HOME USE AGREEMENT  
FOR PARENT/GUARDIAN AND STUDENT

I, \_\_\_\_\_ agree to let \_\_\_\_\_  
(Name of parent or guardian) ( Name of student )

participate in the student Chromebook program at Linton Hall School.

Linton Hall School uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from our school computers and devices on our networks, but only when this equipment is used in school. I understand that, when used outside of the Linton Hall School building, the Chromebook will not have filtered internet access. I understand that I will be responsible for monitoring my student's Internet access when my student uses the Chromebook at home.

My student will be made aware that all aspects of Linton Hall School's Student Responsibilities and Rights as stated in the Parent Student Handbook (which includes the Acceptable Use Policy for Access to Technology) and the attached Chromebook Responsible Use Discussion Guidelines. I will report the damage, loss or theft of the Chromebook immediately to the Linton Hall School Office.

I understand that Linton Hall School accepts no responsibility and will not be liable for damage to any home computing device that results from the use of the Chromebook at Linton Hall School. I understand that the purpose of my student use of a Chromebook is to teach the Linton Hall School curriculum, and that uses unrelated to our educational program (including but not limited to personal email, downloading of personal games or music, use of social networking sites and installing applications) are prohibited.

I understand that Linton Hall School has the right to recall and review the contents of the Chromebook at any time including any personal information that may be stored on or accessible by the device.

I agree to review responsible use of a Chromebook with my student. The Technology Staff and Computer Teacher will also review these guidelines with students.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent or Guardian's Signature Date

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Student's Signature Date

***Please sign and return to Mrs. Ryder***

*Last edit: 8/25/16*

## Chromebook Responsible Use Discussion Guidelines

1. While at school, the Chromebook will be used only at the discretion and direction of the teacher.
2. The Chromebook should be used only in conjunction with projects relating to the educational programs of Linton Hall School. It may not be used as a personal or social device for the student while at school.
3. When using the Chromebook, it is essential to practice responsible internet citizenship. Responsible internet citizenship is outlined in the Acceptable Use Policy in our school handbook.
4. The Chromebook will not be shared with another student without permission of the instructor.
5. The Chromebook should never be left unattended in the classroom, in the hallway, in the lunchroom, in the gym, or any other public place.
6. The Chromebook should not be used near water, chemicals, or other liquids that could damage its electronic components.
7. When not in use, the Chromebook should always be put in its protective case or charging cart in the classroom.
8. When carried outside, the Chromebook should be protected in such a way that rain, snow, ice, excessive heat and or cold will not damage it. (Not applicable to 5<sup>th</sup> grade.)
9. A Chromebook computer is a valuable object and should be treated appropriately. It should not be thrown, dropped or hit. It should not be left on the floor where it can be stepped on or crushed. It should never be placed on the roof or hood of a car, on the sidewalk or street, or treated in any way that may cause it to be crushed, dropped, or damaged.
10. Families are responsible for repair costs for damage to Chromebooks. Evidence of abuse that results in permanent Chromebook damage will require replacement by the parent/guardian. The replacement/damage cost is \$295 per Chromebook.
11. There is an annual, non-refundable, user fee of \$100 per student for the use of the Chromebook for the academic year. At the end of the academic year, the Chromebooks will be inspected by the Linton Hall IT Staff.

## **ACCEPTABLE USE POLICY**

### **Linton Hall School**

#### **General Information and Objectives**

Internet access is now available to students and teachers of Linton Hall School. We are very pleased to bring this access to Linton Hall School and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of computers and subscribers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail communication with people all over the world.
- Information and news.
- Public domain and shareware of all types.
- Discussion groups on a vast range of topics.
- Educational resources.

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting. Linton Hall School has taken available precautions to restrict access to controversial and other materials deemed to be inappropriate. However, on a global network it is impossible to control all materials and an industrious user may discover controversial and inappropriate information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Linton Hall School user violates any of these provisions, his or her access will be terminated and future access could possibly be denied.

#### **Terms and Conditions**

- 1. Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Linton Hall School faculty member pertaining to the proper use of the network. The technology coordinator and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

**2. Netiquette:** You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Your messages should not be abusive to others. Internet “bullying” will not be tolerated.
- Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
- Do not reveal your personal address or phone number. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.
- Illegal activities are strictly forbidden.
- Note that electronic mail (e-mail) and other data transmitted utilizing the network is not guaranteed to be private. Linton Hall School systems administrators who operate the servers and information systems have access to all mail and other data. Messages or data relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt network services for other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do not load or attempt to load software or files onto a school computer without the permission of the school’s Technology Integration Coordinator, Instructional Technology Resource Teacher or Director of Information Technology.

The school prohibits the use of its network and the Internet to intentionally access, view, download, store, transmit or receive any information that contains material which is in violation of any school policy or administrative rule, or any local, state and/or federal laws or regulations.

Prohibited material includes, but is not limited to, the following:

- obscenity or pornography
- threats
- material that is intended, or could reasonably be perceived, to be harassing or discriminatory
- inappropriate use of material that is copyrighted or protected by trade secret
- material used to further any commercial business, product advertising, virus transmission or political activity
- material that is potentially disruptive of the learning environment

The school reserves the right to monitor and/or review all uses of the school’s network and the Internet, and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted or received.

**3. Non-Liability:** Linton Hall School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Linton Hall School will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Linton Hall School network is at the user's own risk. Linton Hall School will not be liable for students’ inappropriate use of the district’s electronic communication resources or

violations of copyright restrictions, students' mistakes or negligence, or costs incurred by students. The school will not be responsible for ensuring the accuracy or usability of any information found on the Internet. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

**4. Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify the Director of Information Technology. Do not use another individual's account without written permission from that individual. Attempts to login to any computer or Internet resources as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

**5. Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Linton Hall School network. This includes, but is not limited to, the uploading or creation of computer viruses.

**6. Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Linton Hall School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.