Technology Handbook

Clearbrook-Gonvick Public School District 2311

(Jul 29th and Rev 1)

PURPOSE

The policies, procedures, and information within this document apply to all devices used at Clearbrook-Gonvick School by students, staff, or guests, including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Device use in their classrooms. The handbook is subject to revisions and alterations periodically.

Ownership of the Devices

Clearbrook-Gonvick School retains sole right of possession of the Device. The Devices are **LOANED** to the students for educational purposes for the academic year. Moreover, C-G administrative staff and faculty retain the right to collect and/or inspect Devices at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Device Policies

Use of School-Issued Devices
- Students must use school-issued devices on campus.
- Personal devices are not permitted for school work unless approved by administration.
- Students may not install software or modify system settings.
- Pre-installed software must remain intact.

Device Checkout
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    - Students may request approval from the Technology Department for temporary checkout of a school-issued device. This is typically for short-term needs, such as when a student's primary school-issued device is undergoing repair, or for specific academic projects as approved by administration.
        - All district policies, including the Acceptable Use Policy, apply to checked-out devices.
        - The student is responsible for the device's care during the checkout period and must return it to the Technology Department in good condition by the agreed-upon date. Failure to return the device on time or in proper condition may result in fees or disciplinary action.

Device Care & Maintenance
- **Students and parents are responsible for repair costs due to misuse.**
- Ensure school-issued devices are put back on charger after each use to prepare for the next day's learning.
- Keep devices clean and free of stickers, markings, or other alterations not approved by the school.
- Report damage, malfunction, or loss of any school-issued device to IT immediately via the support portal or email.

Postsecondary Enrollment Options (PSEO)

Clearbrook-Gonvick Public School District provides access to certain technology resources for PSEO students while maintaining expectations for responsible use.

Device Use
- PSEO students are generally **not issued** a school-owned device.
- Students are expected to provide and maintain their own personal device suitable for college-level work.

Network Access
- PSEO students may connect their personal devices to the **CGPS-Student Wi-Fi** while on campus.
- All internet activity is subject to **CIPA filtering and monitoring**.

- **There is no expectation of privacy** when using personal devices on district networks.
- Personal use of the network must align with the **district's Acceptable Use Policy**.

Account Access
- PSEO students must continue using their **Clearbrook-Gonvick Google Workspace for Education** account for high school-related communication and access.
- Use of school-provided accounts must follow the **district's Password Policy** and **Google Services rules** as described in this handbook.

Technology Support
- The district IT staff supports only **district-owned devices and accounts**.
- The school **does not provide technical support** for personal PSEO devices.
- PSEO students should seek support from their **college or personal resources** for issues with their own devices.

NETWORK ACCESS

Wi-Fi Networks
- **CGPS-Student**: for student devices at school.
- **CGPS-Guest:** The guest network can be used to connect to the internet for parents or visitors.

ACCOUNTS & AUTHENTICATION

Google Workspace for Education
- Used for email, file storage, and collaboration.

GOOGLE SERVICES

Additional Services (YouTube, Maps, Forms)
- For students under 18, the school notifies parents and secures written consent before enabling access.
- We reconfirm consent each year by September 1.

SECURITY & MONITORING

GoGuardian
- We install GoGuardian on every school-issued device to comply with CIPA and maintain a safe learning environment.
- Tracks websites visited, content viewed, and on-screen activity
- Provides staff with real-time access to the student's screen during class
- Alerts staff if restricted or harmful content is accessed or attempted
- Enables staff to monitor and redirect student activity as needed
- Staff regularly review logs to keep students focused and on task

INCIDENT REPORTING
- Loss or theft must be reported immediately, and a police report filed. The school will use tools installed on the device to help recover it. This includes GPS tracking and locking the stolen device through our MDM.
- Report issues via the support portal or email support@clearbrook-gonvick.k12.mn.us.
- IT generaly responds within one school day.
- For urgent issues, include "URGENT" in your subject line.

ACCEPTABLE USE & CONSEQUENCES
- Follow the district's Acceptable Use Policy https://docs.isd2311.com/books/technology-policies-procedures/page/524-internet-technology-and-cell-phone-acceptable-use-and-safety-policy at all times.

Violations and Consequences

Inappropriate use of technology may result in:

- Limited or banned computer use
- Disciplinary consequences
- Removal from courses
- Loss of credit
- Receiving a failing grade
- Legal action

Responsible Use Expectations

Students are expected to:

- Treat devices and digital resources with care.
- Respect the privacy and work of others.
- Use respectful and appropriate language in digital communications.
- Never share personal information or passwords.
- Refrain from cyberbullying or any form of harassment.

SUPPORT & MAINTENANCE
- Use the support portal for guides, FAQs, and ticket submission. This can be accessed at https://clearbrookgonvick.freshservice.com.
- You may also email support@clearbrook-gonvick.k12.mn.us.
- IT staff handle all repairs and software updates.

RESOURCES
- Find user guides and FAQs on the support portal. https://clearbrookgonvick.freshservice.com

Google Consent

To Parents and Guardians,

At Clearbrook-Gonvick ISD2311, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Clearbrook-Gonvick ISD2311, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. Students who do not have consent to use Google services will not be able to use school-issued Chromebooks, access a Google Workspace for Education account, or participate in most digital learning activities. Our district relies heavily on Chromebooks and Google tools for instruction, assignments, and communication. Without access, students will be unable to complete work on school devices and may miss out on important classroom learning and collaboration. Alternative accommodations may be limited and could impact the overall educational experience.

DISTRICT TECHNOLOGY TOOLS & PROGRAMS

Clearbrook-Gonvick Public School uses a variety of approved software tools to support student learning, communication, creativity, assessment, and digital safety.

A current list of these programs—including names, grade levels, and purposes—is available here:

👉 **View Approved Programs List**

This list is regularly updated and serves as a reference for staff, parents, and students. All listed tools comply with applicable data privacy laws (COPPA, FERPA, and CIPA) and district policies.

Parent/Guardian & Student Agreement

Clearbrook-Gonvick Public School provides students with technology tools to support learning and prepare for the future. By signing this agreement, both the student and parent/guardian acknowledge the expectations and responsibilities outlined in this handbook.

We understand that:

- The Device is school property and must be handled with care.
- The student is responsible for keeping the device safe, clean, and charged.
- The Device is for schoolwork only and must be used responsibly.
- Internet access is filtered and monitored, both on and off campus.
- Misuse may lead to restricted access or other disciplinary action.
- The student must follow all rules related to digital safety, privacy, and behavior.
- All use of school technology is subject to school policy and district oversight.

Student Acknowledgment

I have read and understand the Clearbrook-Gonvick Student Technology Handbook. I agree to follow the rules and use school technology responsibly.

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Acknowledgment

I have read and discussed the handbook with my child. I understand the responsibilities and support my child in using school technology appropriately. I give permission for Clearbrook-Gonvick ISD2311 to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Phone Number: _____

Email Address: _____

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Gemini
- NotebookLM
- Groups for Business
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following **"Additional Services"**:

- Youtube
- Google Earth
- Google Maps
- Google Photos

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at **https://docs.google.com/spreadsheets/d/18YGtXDdEAjAd8oUVp4_f6T_KR7L7CDrSZ KyJ3psMEfM/edit?usp=sharing**.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Clearbrook-Gonvick ISD2311 may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access

points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may uses the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

Clearbrook-Gonvick ISD2311 We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting support@clearbrook-gonvick.k12.mn.us. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact support@clearbrook-gonvick.k12.mn.us. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice(at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice at (https://cloud.google.com/terms/cloud-privacy-notice).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).