



# Harvard Junior High School

1301 Garfield Street

Harvard, IL 60033

[www.cusd50.org/harvardjuniorhigh/](http://www.cusd50.org/harvardjuniorhigh/)

## Main Office

Hours 7:00 a.m. - 4:00 p.m.  
Phone 815-943-6466  
Fax 815-943-8521

Principal Juan Suarez  
Assistant Principal Joe Edwards  
Student Support and Activities Ryan Manning  
Facilitator  
Secretary Maria Alfano  
Marlene Noe  
Health Office Nikki Pierce

## Mission

To produce a community of learners by cultivating academic, social, and emotional skills to maximize each student's potential.

## Vision

Educational excellence and lifelong learning for all.

## Daily Schedule

Doors Open for Breakfast 7:35 a.m.  
Hallways Open 7:40 a.m.  
School Begins 8:00 a.m.  
Lunch Periods 11:00 - 1:12 p.m.  
Dismissal 2:45 p.m.

## Breakfast

All students may eat free breakfast between 7:35-7:55 a.m.

## Arrival and Dismissal Procedures

### Arrival

- Adult supervision begins at 7:40 a.m.
- Walkers and bus riders may enter through the Main Entrance, which will be open until 8:00 a.m.
- Car riders should be dropped off as directed on the North Side of building and enter through the Main Entrance.
- All students will report to their first-period class at 7:55 a.m.

### Dismissal

- Parents picking up students prior to 2:45 should park and enter the main office to sign the students out.
- Bus riders for buses in the first wave and walkers and car riders will be dismissed at 2:45 p.m.
- Bus riders for buses in the second wave will be dismissed once all buses have arrived.
- Students staying for extracurricular activities should report to the designated location after the second wave has been dismissed.

Cell Phones and personal devices must be kept powered off and out of sight (in locker) during the school day (8:00-2:45)



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## Harvard Junior High Use of Technology – Chromebook Agreement

Junior High students will be issued Google Chromebooks for academic purposes. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action.

To understand the expectations of District 50, students and their parents/guardians are responsible for reviewing the District's Use of Technology Policy (6:235) and corresponding Use of Technology Administrative Procedures (6:235 AP1, 6:235 AP2, and 6:235 AP3).

### **Ownership of the Chromebook**

District 50 retains the sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, District 50 Administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- The case provided for the Chromebook by the school must stay on the device to maintain safety.
- Students must comply with the District's Use of Technology Policy (6:235) and corresponding Use of Technology Administrative Procedures (6:235 AP1, 6:235 AP2, and 6:235 AP3) when using their Chromebooks.
- Students must make sure it is fully charged daily.



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- Students must treat their device with care and never leave it in an unsecured location.
- Students must promptly report any problems with their Chromebook to the Tech Department/Library Media Specialist.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover, or plastic casing. Purposeful defacing of the Chromebook may result in a fine or other disciplinary action.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District 50 technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

### **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing classwork due to loss or damage.

### **Warranty and Insurance**

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the financial responsibility of the student. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's and/or parent's responsibility and will result in the student being charged the full replacement cost (approximately \$250) to purchase a



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new device. There are insurance plans available for devices for purchase via the junior high homepage.

### **Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites; I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and I will refrain from distributing these in a manner that violates their licenses. I will act with integrity.

**Website & Social Media Guidelines:** *Think before you act because your virtual actions are real and permanent!*



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Guideline:	Student Initials	Parent Initials
<p>Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.</p>		
<p>Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.</p>		
<p>Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.</p>		
<p>Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.</p>		
<p>Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.</p>		
<p>Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.</p>		
<p>How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.</p>		
<p>Online work should be well-written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit</p>		



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someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

\_\_\_\_\_  
(Student Last Name)

\_\_\_\_\_  
(Student First Name)

**Please return this page to HIVE teacher.**

### **Signature Form**

By signing below, the student and their parent/guardian agree to follow and accept:

- Use of Technology Policy (6:235) and corresponding Administrative Procedures (6:235 AP1 , AP2, and AP3).
- The Chromebook Agreement (6:235 E3)
- The Website and Social Media Guidelines
- That District 50 owns the Chromebook, software and issued peripherals
- Loss, theft, or extreme damage to the point of complete disrepair of the device is also the student's and/or parent's responsibility and will result in the student and/or parent being charged the full replacement cost (approximately \$250) to purchase a new device.
- Purposeful defacing of the Chromebook may result in a fine or other disciplinary action.
- In no event shall District 50 be held liable to any claim of damage, negligence, or breach of duty.

Print Parent/Guardian Name\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_

Date \_\_\_\_\_