

# Tioga Public School District

## Chromebook Guide and Acceptable Use

Starting the school year 2023-2024, Tioga Public Schools will be supporting 21st century learning by assigning a chromebook to all 3rd-12th grade students. The chromebook is an educational tool like a textbook or notebook, that supports the individual learning needs of each student.

The policies and procedures within this document apply to all students who are issued a chromebook at no charge owned by the district. We ask that parents/guardians review the information in this document with your student and send back signed and dated. Students will receive devices the first full week of school.

### Student Expectations

The chromebook, charger, and charging cable being issued to you is for educational purposes. We hope you enjoy your device and use it to its fullest potential as an educational tool. Please review all expectations outlined in this document.

#### Responsibilities:

1. Students will be responsible for the security and care of the device from the time of issuance until returned to the school.
2. Students will abide by all school rules outlined in the Student-Parent Handbook and the Tioga Public School District Acceptable Use Policy
3. Students will be expected to bring their devices to class on a daily basis unless otherwise directed by the teacher.
4. Students acknowledge that the District may access school-issued Chromebooks anytime to verify contents.
5. Chromebooks that are stolen must be reported immediately to the office and/or the technology coordinator.

## Chromebook Identification

The serial number will be used to identify which chromebook is assigned to the students. Any identifying information must not be removed from the chromebook. Tioga Public School District reserves the right to inspect the chromebook as necessary.

## Receiving your Chromebook

Chromebooks will be distributed to all 3rd-12th grade students except for those who signed to decline the chromebook. Students and parents must sign the Chromebook Contract in order to be able to bring their devices home.

## Returning your Chromebook

The chromebook and power supply must be turned in at the end of the school year. If a student transfers out the district before the end of the school year, the chromebook will be returned at that time. If students withdraw, are expelled, or terminate enrollment for any reason, the chromebook with accessories (power supply) must be returned to their school on or before the date of termination.

If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Tioga Public School District, the student will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in filing a theft report with local law enforcement.

## Use of the Chromebook

The chromebook is intended for academic use. Classroom teachers have the authority to manage use during classroom time and may choose to have students put chromebooks away if it is a distraction or students exhibit off task behavior. Students are responsible to bring their chromebook to all classes unless specifically instructed not to do so by the classroom teacher.

## School Internet Access

Wireless network access is available throughout the school. Tioga Public School District does not guarantee that network access will be up and running 100% of the time. In case the network goes down, the district will not be responsible for lost or missing data.

## Home Access

- Only the students to whom it is issued will use the device.
- Students are allowed to connect to other wireless networks.
- Parents/guardians assume responsibility for monitoring students' use of the Internet while using the Chromebook outside of the building.
- A content filter is in place on the Chromebook, regardless of what network it is connected to.
- School and district technical support staff are not responsible for supporting or troubleshooting connectivity to home networks.

## Inappropriate Use

Misuse or willful destruction of the device may result in school discipline. Inappropriate use includes but is not limited to the following:

- Intentionally damaging the device
- Visiting inappropriate websites
- Sending, forwarding, or sharing inappropriate content
- Possessing, taking or sending inappropriate pictures and/or media
- Cheating
- Attempting to hack/break security

## Chromebook left at home

If students leave their chromebook at home, they are responsible for getting the course work completed as if they had their chromebook present. For students who repeatedly leave their chromebook at home, loss of home privileges will be left to the discretion of the school personnel.

## Charging your Chromebook battery

Chromebook must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in the student losing take-home privileges of the chromebook.

## Managing your files and saving your work

Students should not save data on their chromebook because this data is not backed up. Tioga Public School District uses G suite ([piratek12.org](http://piratek12.org)), which allows for unlimited cloud storage and document creation with internet access.

### G Suite - Google Apps

G Suite is a cloud-based learning platform allowing teachers and students to create a range of documents online, email, share calendars, and allow drive storage to be accessed at home and school on any chromebook. G Suite allows individuals to collaborate and learn more effectively through the use of technology and offer a range of learning opportunities for teachers and students.

Students will be responsible for managing the available storage in the device and for ensuring file storage is managed in such a way that it does not impede access to required applications. It is recommended that students save documents to school provided Google Drive for retrieval as needed.

Apps installed by Tioga Public School District must remain on the device in usable condition and be accessible at all times. The school may add or remove applications for use in a particular course/class as needed.

## Care of the Chromebook

Students are responsible for the general care of their chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to their teacher as soon as possible.

Cords and Cables must be inserted carefully into the chromebook to prevent damage. Chromebooks must never be left in an unlocked locker, unlocked car, or in an unattended area. Do not leave chromebooks in a car during extreme temperatures.

### Screen Care

- The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Chromebook.
- Clean the screen with a soft dry cloth or anti static cloth.
- Do not bump the chromebook against lockers, walls, car doors, floors, etc as it will break the screen or crack the case.

## Chromebook Loss or Damage

The district realizes that normal use and accidents happen, and when they do, damage can be done to a student's issued chromebook. Chromebooks that malfunction or are damaged must be reported to a staff member. The school district will be responsible for repairing chromebooks that malfunction.

What to do if there is damage:

Report the damage and complete an incident report with your teacher. The district technology coordinator or administrators will assess the damage. If the damage does not need immediate repair, the student may be allowed to continue to use the

Chromebook. If the damage does require repair, a loaner chromebook may be available if inventory allows. If repair is necessary, the student (family) will be charged for the repairs based on the rates below.

Top/Bottom of case \$15-\$49	Display \$40-\$60	Battery \$20-\$70
Keyboard/Casing \$35-\$77	System boards \$40-\$125	Hinge/Hinge \$5-\$25
Trackpad \$25-\$88	Power Cord \$30	Hard Disk Drive \$40-\$55
Display bezel \$20-\$30	Chromebook undergoing repair	
Replacement up to \$300 (intentionally/severely damaged, lost, stolen)		

A “loaner chromebook” may be issued to students if their chromebook is in need of repair.

## Lost/Damage Payment

In the event that a family is responsible for payment, due to loss, theft or damage, a notice will be sent with a brief explanation and amount due. Payment should be made at the student's school office.

If you have any additional personal questions, please feel free to contact any of the following school personnel.

Bridgette Odegaard  
Technology Coordinator  
[bridgette.odegaard@k12.nd.us](mailto:bridgette.odegaard@k12.nd.us)  
701-664-3606

Paul Olson  
Superintendent  
[paul.w.olson@k12.nd.us](mailto:paul.w.olson@k12.nd.us)  
701-664-3606

Brodie Odegaard  
Tioga High School Principal  
[brodie.odegaard@k12.nd.us](mailto:brodie.odegaard@k12.nd.us)  
701-664-3606

Tim Schaffer  
Central Elementary Principal  
[tim.schaffer@k12.nd.us](mailto:tim.schaffer@k12.nd.us)  
701-664-3441

Grades 3rd-12th Only: This portion needs to be returned before your student is authorized to take their chromebook out of school.

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## Tioga Public School District Chromebook Contract

The policies, procedures within this document apply to all students who are issued a Chromebook owned by Tioga Public School District.

I read and understand the student expectations set forth in the attached Tioga Public School District Chromebook and Acceptable Use for the 2023-2024 school year.

Student Name (printed) \_\_\_\_\_

Student Signature \_\_\_\_\_

- ☐ By checking this box, I decline allowing my student to transport a chromebook outside of school.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_