

Schuyler R-I School District Chromebook 1:1 Acceptable Use Policy

This is an agreement between the Parent/Student and District which defines policies, procedure, expectations and consequences for the use and care of the Chromebook and all applications and accounts issued by Schuyler R-1 School District.

Device Ownership

The Schuyler R-I School District is the sole owner of the Chromebook. A Chromebook will be loaned to each student for a (\$25.00) Lab Fee in Schuyler R-1 School for use during the academic school year. The Lab fee must be paid when turning in your Acceptable Use Policy. No Chromebook will be issued until Policy is signed by student and Parent/Guardian, Devices for elementary must be plugged into the docking station at the end of day. Grades 7-12 are responsible for keeping their device charged and ready for days activities. ***All Chromebooks will be collected at the end of the school year. No other Laptop may be brought into the school building.***

Chromebooks use the Chrome operating system which is web-based and only runs the Google Chrome browser. Students will log into their Chromebook using a Schuyler School District managed Google account. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or Schuyler Schools Google Account, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks and Google accounts at any time for any reason related to the operation of the school. By using a Chromebook and Schuyler Schools Google account, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Chromebook Care

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 correctly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. The School will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that the student is responsible to pay. The School will make its best attempt to purchase replacement parts at the best possible price.

Chromebook Repair Costs

These prices are subject to change due to parts and labor cost

Damage Average Cost

Replacing Chromebook \$250

Significant scratches, cracks or other physical damage on top cover \$46.75

Significant scratches, cracks or other physical damage on bottom cover \$43.45

Damage to keyboard or sides \$25.00

Broken Hinges \$90.20

Damage to LCD screen \$44.77

Damage to plastic around LCD \$22.48

Damage to any port (USB, Audio, Power, VGA) \$10.00-\$250.00

Damage to battery \$90.00

Damage to motherboard \$250.00

Educational Use School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedure at all times. The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

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. Activity in SHS Google account is still subject to monitoring, however parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided on school grounds. Your Chromebook is for educational purposes. Through the student portal, you can access lunch balance, grades, daily bulletin, etc. information through your Chromebook.

GMAIL Policy

Uses of student email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to their students to communicate reminders, course content, pose questions related to classwork, and other class related items. Students may send email to their teachers with questions or comments regarding class or to turn in an assignment. Students may send email to other students to collaborate on group projects and assist with school assignments.

Student Email Permissions: Our Gmail system controls whom email messages can be sent to and whom they can be received from. Students cannot email anyone outside of the Schuyler R-1 School District domain (schuyler.k12.mo.us), or any of the district mailing lists. This also means student email cannot be forwarded to non-school accounts. Students cannot receive email from outside of the domain. Students are encouraged to email staff concerning school-related content and questions.

However, there will be no requirement or expectation for staff to answer student outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment. General email guidelines for students are outlined in the District Student Acceptable Use Policy. Below is a student responsibility of guidelines related to email.

Students who choose not to follow the guidelines listed in the Acceptable Use Policy, Network user agreement, and/or Internet safety rules will be dealt with the following consequences.

Consequences for Misuse of Chromebook May Include Any of the Following:

1. Chromebook Privileges Removed
2. Student's Chromebook privileges can be revoked at any time. Students may be allowed to use classroom desktop computers, which follows the same policy as Chromebooks.
3. Network, Internet privileges or Google accounts suspended Student's access to their Google, Internet and District Network accounts may be disabled.
4. Detention Students may be assigned detention as a consequence of inappropriate behavior with the Chromebook. Detention may be held during lunch, before, or after school.
5. In-School Suspension Students may be placed in the in-school suspension room during school hours as per the administrators decision. Assignments will be gathered from their teachers as they will be

monitored and expected to continue their classroom work during the assigned time.

6. Out of School Suspension Students may be suspended from school as a consequence of behavior against district policy. The length of the suspension will be determined by the severity of the student's misconduct and prior incidents of misconduct. Administration reserves the right to determine the appropriate consequences.
7. Check Out/Check in Process for the Chromebook To ensure that students are not held accountable for previous student wear and tear, students will document any wear and tear with a teacher. Students will use the same sheet when they check-in the chromebook. Student chromebooks will be spot checked at random points throughout the year to check for proper use and care of the device. Parents will be notified as soon as concerns for the device are identified.

Student Purchase

At the end of the students senior year, Chromebook may be purchased. Price will be determined by the condition of Chromebook, Administrator, and Technology Director. Money will be placed in a Chromebook account for purchase of new chromebooks for incoming students.

Please return to school

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

Student Responsibilities *(Initial next to each line)*

_____ I will ensure the Chromebook (Elementary) is in my Homeroom class on the charger before I leave from school every day. In case of theft, vandalism, or other criminal acts, a police report must be filed with the local police department and a copy submitted to the Schuyler Principals office.

_____ If I lose, damage, or make the Chromebook inoperable to my student-issued Chromebook.' I must pay to get it replaced. (See price sheet below on Page 1) I will report any damage or malfunction to the teacher as soon as possible.

_____ I will only log into my Chromebook with my Schuyler School Issued Google account.

_____ I will not share my password with others

_____ I understand that my Google account is the school's and that all of my actions while logged in can be monitored and reviewed even if I'm not at school.

_____ I will follow the school computer and technology use policy in the student handbook.

_____ I will keep food and beverage away from my Chromebook.

_____ I will not disassemble my Chromebook in any way or remove/alter district identification tags.

_____ I will keep the Chromebook clean and free of personal stickers, labels, writing, drawings, etc.

_____ I will carefully insert and remove charging cords in storage devices.

_____ I will transport the Chromebook with the screen shut and in its case.

_____ I will not lift the Chromebook by the screen or put pressure on top of the Chromebook when the lid is closed, including storing or cramming other items into the device carrying case.

_____ I will ensure there is nothing on the keyboard before closing the lid (pens, pencils, notebooks, etc.).

_____ I will only use the Chromebook for specific teacher-designated activities, resources, websites, and programs for educational purposes and I will only use headphones, camera or sound when the teacher directs me to, otherwise my Chromebook will be muted.

_____ I will do my own work. I won't 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.)

_____ I will tell my teacher right away if I run across inappropriate material that makes me feel uncomfortable or is not respectful.

_____ I will use email for school-related communication.

_____ I will not send harassing email messages or content; or send emails containing a virus or other malicious content,

_____ I will not send offensive email messages or content; or send spam email messages or content.

_____ I will not send email to share test answers or promote cheating or plagiarism in any way.

Annual Lab Fee \$25.00 Date Paid: _____

Student Name: _____ Student Signature: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Chromebook issue Serial Number: _____ Chromebook check-in Serial Number: _____

Condition at time of Check-in: **Good** **Bad** **Needs Repair**

School Personnel Signature: _____