

**Iroquois County
CUSD #9
Chromebook Policy
& Student/Parent
Handbook**



Introduction

The expectation of the Iroquois County School District's 1 to 1 initiative is to provide students with the tools necessary to achieve excellence. Our goal is to integrate technology seamlessly into the current curriculum creating not only increased rigor but also increased excitement in the learning environment. With the addition of Chromebooks to the classroom, the instructional paradigm will change, including the assessment component. With the enrichment of technology, the role of our teachers will not diminish; however, the facilitation of learning activities will increase. We look forward to opening an exciting new chapter in the Iroquois County Schools, and hope that this handbook defines expectations and answers questions on our new initiative.

1.0 General Information

The policies, procedures and information within this document apply to all District-owned Chromebooks and accessories used by the students of Iroquois County CUSD #9.

In addition, by using the District Chromebook, the student agrees to abide by all Board policies and rules, including, but not limited to:

Policy 6:235 - Access to Electronic Networks: To promote educational excellence by facilitating resource sharing, innovation, and communication, the District's electronic networks, including, but not limited to, District-owned computers and mobile devices, the Internet, and the District's local and/or wide area network ("Network"), are a part of the District's instructional program. The Superintendent or designee shall develop rules and regulations for this Policy and appoint a system administrator. The School District is not responsible for any information that may be lost, damaged, or unavailable when using the Network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Network. To view the entire policy, please access the district website - board - district policies

Policy 7:180 - Bullying and Harassment: Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. To view the entire policy, please access the district website - board - district policies.

Policy 7:190 – Student Discipline: The school administration is authorized to discipline students for gross disobedience or misconduct. Gross disobedience or misconduct is defined to include any behavior, conduct, or activity, as defined by the Board of Education in its policies, that is egregious in nature and/or causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of same. To view the entire policy, please access the District website - board – District policies.

1.1 Receiving your District Chromebook

District Chromebooks will be distributed during the first week of school. Parents and students must sign and return the Student and Parental Authorization for Electronic Network Access form and the Student and Parent Pledge for District Chromebook Use form at the end of this Handbook before the District Chromebook can be issued to their child.

1.2 Returning the District Chromebook

District Chromebook and its accessories will be returned to Watseka Community High School or Glenn Raymond School during the final week of each school year as facilitated by the student's teacher and the Director of Technology. If a student transfers out of Iroquois County School District during the school year, the District Chromebook will be returned to the school office at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Iroquois County District for any other reason must return their District Chromebook and its accessories on the date of termination to the school office.

1.3 Responsibility for Damage, Loss or Failure to Return

Board Policy 7:170, *Vandalism*, states that "The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property." District Chromebooks and their accessories are school property.

If a student fails to return the District Chromebook at the end of the school year or upon termination of enrollment at Iroquois County CUSD 9, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the District Chromebook. Failure to return the District Chromebook will result in a theft report being filed with the Watseka Police Department. Furthermore, the student will be responsible for immediately reporting any damage to or loss of the District Chromebook to his/her first hour teacher or the library. During the school year, the student will not be charged a fee for the first incident of needed repairs related to isolated, accidental damage. Damaged, lost or stolen accessories, such as carrying cases, chargers and cables, are the sole responsibility of the parent/guardian. If an accessory is damaged, lost or stolen, the parent/guardian will be responsible for the full replacement cost of that District-provided accessory, unless the District otherwise excuses such payment.

2.0 Care of the District Chromebook

Students are responsible for the general care of the District Chromebook they have been issued by the District. District Chromebook that are broken or fail to work properly must be taken as soon as possible to the Library during first hour for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the District Chromebook to prevent damage.
- District Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Iroquois County CUSD 9.
- District Chromebooks should never be dropped, tossed, or stepped on.
- District Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their District Chromebooks inside their backpack or carrying case during all bus travel.
- Students are responsible for keeping the District Chromebook's battery charged for school each day.

2.2 Carrying, Storing, Bus Travel & Protecting District Chromebooks

The protective cases, have sufficient padding to protect the District Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- District Chromebooks should always remain in the protective case. Backpack compartments that hold other objects (such as folders and textbooks), should not be used to carry District Chromebooks to avoid placing too much pressure and weight on the District Chromebook screen.

- District Chromebooks should never be transported, stored, or used in the same location as water bottles or other liquids.
- When students are not using their District Chromebooks, the District Chromebooks should be stored in a safe location. Nothing should be placed on top of the District Chromebook when stored in a bag, desk, or other location.
- Once students have earned the right to take their District Chromebook home, they will be encouraged to do so each evening.
- When traveling on district provided transportation or waiting for district provided transportation, all District Chromebooks shall remain closed and inside a student backpack or protective case.
- When waiting for non-district provided transportation after school or while on school grounds but not in class, all District Chromebooks shall remain secure inside a student backpack or protective case.
- District Chromebooks should not be stored in a parent's vehicle at school or at home. If a student needs a secure place to store their District Chromebook, the student may check it in for storage with his/her first hour teacher.
- Under no circumstances should District Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, locker rooms and hallways and any other unsupervised areas. Any District Chromebook left in these areas is in danger of being stolen. If a District Chromebook is found in an unsupervised area, it will be taken to the Technology Director or Principal's office. A student will meet with the principal in order to retrieve his/her District Chromebook.

2.3 Screen Care

The District 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 District Chromebook or on the screen.
- Do not place anything near the District Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the District Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 District Chromebook Identification

District Chromebooks will be labeled in the manner specified by the District. District Chromebooks can be identified in the following ways:

- Record of serial number
- Iroquois County CUSD 9 label
- Student's First Initial/Last Name as labeled by school staff.

3.0 Using the District Chromebook at School

District Chromebooks are intended for use at school each day. In addition to teacher expectations for District Chromebook use, school messages, announcements, calendars and schedules may be accessed using the District Chromebook computer. Students must be responsible to bring their District Chromebook to all classes unless specifically instructed not to do so by their teacher.

3.1 District Chromebooks Left at Home

Students who repeatedly leave their District Chromebooks at home will lose at-home privileges of the District Chromebook for two weeks and have to leave their District Chromebook at school in a classroom charging station.

3.2 District Chromebook Undergoing Repair

Loaner District computer devices may be issued to students when they leave their District Chromebook for repair in

the Library or WCHS/GRS tech teacher. There may be a delay in checking out a loaner District Chromebook depending on availability.

3.3 Charging your District Chromebook Battery

District Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their District Chromebooks each evening. Repeat violations (minimum of three days, not consecutively) of this policy will result in students losing at home privileges of the District Chromebook for two weeks and leaving their District Chromebooks in school.

3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang related symbols or pictures. Students who use inappropriate media will be disciplined in accordance with Board policy and procedures and the District's Code of Conduct. Passwords are not to be created to log-on to the District Chromebook.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The classroom teacher may add music to the District Chromebook. Internet games are not allowed on District Chromebooks. If game apps are installed, it will be at the discretion and guidance of a Iroquois County CUSD 9 staff member. All District provided software/apps must be installed and available on the District Chromebook at all times. Data storage will be through apps on the District Chromebook and through Iroquois County CUSD 9's Google Docs for Education accounts.

3.6 Home Internet Access

When using the District Chromebook outside of the District, the student is bound by the same policies, procedures, and guidelines as when the student is at school. Students are allowed to access free wireless networks on their District Chromebook. Printing at home would require a specific make/model printer at this time, proper settings on the District Chromebook, capable District Chromebook apps, and certain applications on the home computer. It is incumbent upon the parents to monitor and manage student Internet activity while at home. It is the prerogative of the parents to limit or restrict their child's District Chromebook use, including access to the Internet, at home. The Chromebooks will be filtered at home with the same configuration that is utilized at school. During the 2017 – 2018 school year, the district will be utilizing the CIPA Filtering solution.

4.0 ACCEPTABLE USE

4.1 Statement of Responsibility

By using the District Chromebook, the student agrees to abide by all Board policies and rules, including, but not limited to (see section 1.0) - Policy 6:235 - *Access to Electronic Networks*, Policy 7:180 - *Bullying and Harassment*, and Policy 7:190 - *Student Discipline*. The use of I technology and network is a privilege, not a right. The privilege of using the technology resources provided by Iroquois County CUSD 9 is not transferable. This Handbook is provided to make all users aware of the responsibilities associated with acceptable, efficient, ethical, and lawful use of technology resources. If a student violates any Board policies or procedures or any provisions of this Handbook, that student's privilege to use a District Chromebook may be terminated, access to the District technology resources may be denied, and the appropriate disciplinary action shall be applied in accordance with Board policy and the Iroquois County CUSD 9 Code of Conduct.

Internet access is available on every computer with network access in Iroquois District. Network administrators will make reasonable efforts to maintain reliable service. The District cannot, however, absolutely guarantee that the system will always be available or operating correctly.

There is no expectation of privacy for any communication made using the District Chromebook or for any content stored on the District Chromebook. The District reserves the right to inspect the District Chromebook and its contents at any time and for any reason.

The student is responsible for what he/she says and does with the District Chromebook and on the District network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

4.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio. The District will provide all District Chromebook with filtered Internet both inside and outside the school. The District, however, is not responsible if the home filtering does not work and/or unintentionally provides access to inappropriate materials. The District is also not responsible for monitoring a student's Internet activity outside of school. The parent/guardian agrees to be solely responsible for supervising their child's use of the District Chromebook, including Internet access, when their child is not at school. If the parent/guardian does not wish to assume this responsibility, this should be indicated on the Student and Parent Pledge for District Chromebook Use form and arrangements will then be made for the student to leave the District Chromebook at school.

4.3 School Responsibilities

- Provide Internet and Email access to its students. Provide Internet and email filtering of inappropriate materials through our District filtering system. The District is not responsible for filtering inappropriate material or monitoring a student's Internet activity outside of school. The District has acted in good faith and in a reasonable manner in selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using the Network, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.
- * Provide network data storage areas. Iroquois County CUSD 9 reserves the right to review, monitor, and restrict information stored on or transmitted via District Chromebooks, and to investigate inappropriate use of technology resources.
- Provide staff guidance to aid students in doing research and help monitor student compliance of the Access to Electronic Networks policy.

4.4 Student Responsibilities

- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to bring the device to the school office.

5.0 Miscellaneous

5.1 WAIVER OF DISTRICT CHROMEBOOK-RELATED CLAIMS

By signing the Student and Parent Pledge for District Chromebook Use form below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Handbook and agree to be bound by this Handbook. You also agree and represent that the District Chromebook was delivered in good working order and that it must be returned to the District in good working order. BY SIGNING THIS AGREEMENT, YOU

WAIVE ANY AND ALL CLAIMS YOU (AND YOUR HEIRS, SUCCESSORS, AND ASSIGNS) MAY HAVE AGAINST DISTRICT 9, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DISTRICT CHROMEBOOK OR THIS AGREEMENT.

5.2 INDEMNIFICATION FOR DISTRICT CHROMEBOOK-RELATED CLAIMS

TO THE FULLEST EXTENT ALLOWED BY LAW, YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS DISTRICT 9, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS, FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, CAUSES OF ACTION, AND THE LIKE RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DISTRICT CHROMEBOOK OR THIS HANDBOOK.

Iroquois County CUSD 9
Student and Parent Pledge for District Chromebook Use

Student Responsibilities:

- I will take good care of my assigned District Chromebook.
- I will never leave my District Chromebook unattended.
- I will never loan out my District Chromebook to other individuals.
- I will know where my District Chromebook is at all times.
- I will charge my District Chromebook battery daily.
- I will keep food and beverages away from my District Chromebook.
- I will not disassemble any part of my District Chromebook or attempt any repairs myself.
- I will protect my District Chromebook by only carrying it while in the protective case.
- I will use my District Chromebook in ways that are appropriate, meet District 9 expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the District Chromebook.
- I understand that my District Chromebook is subject to inspection at any time without notice and remains the property of Iroquois County CUSD 9.
- I will follow the policies and guidelines outlined in the Chromebook One-to-One Student/Parent Handbook – Policies, Procedures, and Guidelines, as well as all Board policies and procedures, while at school, as well as outside the school day.
- I will immediately notify my first hour teacher, the office, or the Technology Director in the case of fire, theft, vandalism, loss, or other damage to the District Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District Chromebook, cables, cords, and any other accessories in good working condition.

Parent Responsibilities:

- I will supervise my child's use of the District Chromebook at home and anywhere else my child may use it.
- I will supervise and take full responsibility for my child's Internet use at home.
- I will not attempt to repair the District Chromebook, nor will I attempt to clean it with anything other than a clean, dry cloth.
- I will report any problems with the District Chromebook to school.
- I will make sure my child brings the District Chromebook to school each day.
- I understand that if my child comes to school without the Chromebook, my child may not be able to participate in, in-class activities.
- I agree to make sure the District Chromebook is returned to the school at the end of the school year, upon request, or upon my child's withdrawal from the District.

We, _____ (Student's name – please print clearly)

_____ (Parent/Guardian's name – please print clearly)

understand and agree to the stipulations set forth in Iroquois County CUSD 9 One-to-One Student/Parent Handbook and the Student and Parent Pledge for Chromebook Use and understand that violations will result in consequences per Board policy and the District 9 Code of Conduct.

Student Signature

Date

Parent Signature

Date

_____ My child may take their Chromebook home.

_____ My child may NOT take their Chromebook home.

Parent Signature

Date

Please circle the answers to these survey questions:

My family has access to the Internet in our home: YES NO

If YES, what kind of Internet connection do you have? Cable Satellite Phone/DSL Cellular

My family has a wireless internet router in our home: YES NO