



Teutopolis School District #50

1:1 Student and Parent/Guardian Handbook

Teutopolis Unit 50 School District is committed to providing a digital learning environment that encourages responsible collaboration, communication, and innovative problem-solving. Technology is a tool to promote authentic learning - empowering all stakeholders with a local and global voice to make this world a better place.

1. *Receiving Your Chromebook*

a. Parent/Guardian Orientation

All parents/guardians are required to sign the *Chromebook Agreement* before a Chromebook can be issued to their student.

b. Student Distribution

Students must also sign the *Chromebook Agreement* prior to receiving their Chromebooks.

c. Transfer/New Student Distribution

All transfer/new students will be able to pick up their Chromebooks from the Main Office, after they have registered for classes and have attended/viewed the presentation. Both students and their parents/guardians must sign the *Chromebook Agreement* prior to picking up a Chromebook.

2. *Returning Your Chromebook*

a. End of Year

At the end of the school year, students must turn in their Chromebook and accessories. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the Chromebook. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Teutopolis must turn in their Chromebook and accessories to their school's Main Office on their last day of attendance. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost of the Chromebook and power cord. Unpaid fines and fees of students leaving Teutopolis may be turned over to a collection agency, and official transcripts will not be sent until all dues and fees are paid. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

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 properly must be reported to a teacher. Students must provide any information they may have as to why the device does not work properly to a faculty member. A help desk ticket will then be submitted by the teacher as soon as possible for a replacement. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended.

Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook.

NOTE: Lost or stolen power cords will not be replaced.

a. General Precautions

- Food or drink should not be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks and accessories should not be used or stored near pets.
- Power cords must not create a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Do not lean on the Chromebooks.

b. Carrying Chromebooks

- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

c. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, paper clips or flash drives).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.

d. Asset Tags/Serial Number/Barcodes

- All Chromebooks will be engraved with a District asset tag and barcode.
- The asset tag and barcode may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or barcode or turning in a Chromebook without a District asset tag or barcode.

4. Expectations for Using Your Chromebook At School

Students are expected to bring a **fully charged** Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Elementary students must ensure their Chromebook has been properly put away in the classroom cart and plugged in. **Failure to bring the Chromebook to school each day may result in disciplinary action.**

a. Repairing/Replacing Your Chromebook

- All Chromebooks in need of repair must be reported to a teacher so that a help desk ticket can be submitted and a replacement provided as soon as possible.

District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

- Loss or theft of the Chromebook is also the student's responsibility and may result in the student being charged and a police report being filed.
- Estimated Costs for lost or theft items (subject to change)
 - Chromebook Replacement - \$250.00
 - Power cord - \$20.00

b. Charging Chromebooks

- Students should charge their Chromebooks at home every evening.
- Chromebooks must be brought to school each day with a full charge.

c. Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

d. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

e. Camera

- Chromebooks have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

****Does not apply in the event of remote learning during class usage.***

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers.
- Students may print their work directly from their Chromebooks at school as directed by their teachers and to specified printing stations throughout the school when applicable.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

****Does not apply to Teutopolis Grade School except in the event of remote learning***

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet.

- Students are bound by the Teutopolis Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

c. Malicious Use

- Students are bound by the Teutopolis Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

7. Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).

- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District.

- If a website is blocked in school, then it will be blocked out of school.
- If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the Cloud.

b. Chrome Web Apps and Extensions

- The Teutopolis Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The District will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number, barcode and name and ID number of the student assigned to the device.

10. No Expectation of Privacy

a. Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.

b. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

11. Appropriate Uses and Digital Citizenship

District owned Chromebooks are to be used for educational purposes and students are to adhere to the Teutopolis Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Teutopolis School District #50 Student Technology Commitment

PURPOSE: Students will utilize technology as a tool to challenge, expand and enhance learning. Teutopolis School District #50 may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will “Be Respectful, Be Responsible, Be Ready, and Be Safe” with their District-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Adhere to this technology commitment both at home and school.
2. Charge their 1:1 device nightly, and make sure it is ready each day with a full charge.
3. Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
4. Respect the Internet filtering and security measures included on the digital learning tool.
5. Back up important data files using cloud storage (such as Google Drive) regularly.
6. Use technology for school-related purposes only.
7. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
8. Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

1. Mark, deface, or place stickers on the school-issued digital learning tool.
2. Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
3. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person’s account and/or password or access secured wireless networks.

4. Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.
5. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
6. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
7. Reveal or post identifying personal information, files or communications to unknown persons.
8. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.
9. Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided computer technology.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this policy you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of Teutopolis District 50 issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

Teutopolis School District #50

Chromebook Agreement

PLEASE TURN IN THIS PAGE TO YOUR CHILD'S SCHOOL

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and give my permission for my child to have access to and use the described District-issued technology.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____