

2023-2024 Strasburg C-3 Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Strasburg C-3 School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

****Teachers may set additional requirements for technology use in their classrooms.**

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Receiving your Chromebook:

Chromebooks will be distributed during the first few weeks of school after submission of signed documents and paid technology fee. With the number of broken devices last year, Chromebooks will be left at school unless a student has a scheduled absence or hazardous weather conditions are predicted.

*****Students who currently have outstanding balances, fines, or fees will not be issued a Chromebook until the debts have been resolved.***

Yearly Chromebook Fee:

Strasburg C-3 School District requires that a Chromebook fee be paid prior to the deployment of Chromebooks to your child (grades 3-8). The yearly fee will be \$25 per device and must be paid during open house. There will be a sliding scale for multiple children in a family. The fee is for Chromebook usage and accidental damage to the device. If you are unable to pay the fee, please contact the office.

Yearly Fee Sliding Scale (Grades 3-8)

1 Child	2 Children	3 Children	4 or more Children
\$25	\$35	\$45	\$50

If you qualify for free or reduced meals the fee will be \$10.00 per student with a cap of \$30.00 per family per school year. The Chromebook fee will not be reimbursed to students at the end of the year or when leaving the district.

This fee covers the cost of the first accidental damage and repair needed for a Chromebook. Additional damages will be charged to the families. **See Chromebook repair fee section.

Training:

Students will be trained on how to use the Chromebook by their teachers. Students are also encouraged to practice appropriate skills if/when devices are at home to maximize the use of the device.

Return:

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance and examined for damages. Students will retain their original Chromebook and charger each year when possible.

Any student who no longer attends the Strasburg C-3 School District will be required to return their Chromebook and all peripherals checked out to the student. If a Chromebook and peripherals are not returned, the parent/guardian will be held responsible for payment in full at the current replacement costs.

If payment is not received the parent/guardian will be turned over to a collection agency and reported as stolen property of the Strasburg C-3 School District.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school.

Chromebooks that are broken or fail to work properly must be taken to the Office immediately. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- Food or Drink is not recommended near your Chromebook.
- Cords, Cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective case on the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must leave the Chromebook in the case provided by the Strasburg C-3 School District. Chromebooks should be carried with two hands at chest level at all times.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. *The screens are particularly sensitive to damage from excessive pressure.*

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not place the Chromebook on top of the cubbies or on the floor.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook. Packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic

handbooks, student handbooks, and schedules can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

Students grades 3-8 who have paid their Chromebook fee may take their Chromebook home (with permission) if an extended absence or hazardous weather is expected. While using the Chromebook at home, students should keep the Chromebook in a safe location to avoid damage. Also note that once the Chromebooks are not connected to the district website, restrictions and firewall settings will be void. Those settings will be determined based on the WIFI that the Chromebook is connected to.

Sound:

Sound must be muted at all times while at school unless permission is obtained from the teacher for instructional purposes. Ear buds or head phones will be needed.

Printing:

The Chromebook will not support a physical printer connection. Printing of documents for school purposes can be done at school through the school network. Printing of unauthorized documents or pictures could result in loss of network privileges.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Originally Installed Software:

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by the Strasburg C-3 School District.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design and OS.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring the Chrome OS:

If technical difficulties occur the device may be restored to factory settings. All data saved and synced on Google Drive will be intact after the factory reset.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape or labels that are not property of the Strasburg C-3 School District. Spot checks for compliance will be done by the administrator or Strasburg C-3 faculty at any time.

Protecting and Storing Your Chromebook

Chromebook Identification:

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

- Chromebook identification number on lid/serial number on bottom.
- Strasburg C-3 Barcode
- Students name on the lid
- Individual Google Account Username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not using their Chromebook, it should be stored in their classroom Chromebook cart or cabinet. Nothing should be placed on top of the Chromebook. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

Chromebooks left in Unsupervised/Unsecured Areas:

Under no circumstance should a Chromebook be left or stored in unsupervised areas. Unsupervised areas include: the school grounds, the cafeteria, unlocked classrooms, lockers, library, locker rooms, hallways, bathrooms, on the bus, in a car, or any other entity that is not securely locked or in which there is supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location. *Remember, anything that happens to or on your device is your responsibility.*

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair for Damage:

- Loaner Chromebooks may be issued to students who have paid the cost of the repair, or their technology fee for the initial damage, when they leave their Chromebook for repair in the office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory images as first received. It is important that students keep their school data synced to Google drive so documents and data will not be lost.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Accidental Damage or Loss Prevention:

The school district is requiring a Chromebook fee prior to the deployment of the Chromebook to your child. The fee will cover accidental damage or loss due to an act of nature. The Chromebook fee does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by misuse or abuse. Strasburg C-3 School District will assess Chromebook damages and repair or replace the device if the damage is determined to be within the protection guidelines. The fee will not cover loss or theft of the Chromebook and /or its accessories. The district will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for possible prosecution. A student making a false report will also be subject to disciplinary action as outlined in the school discipline code.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse, loss, or theft.

Chromebook Repair Fees

Strasburg C-3 School District requires that a Chromebook fee be paid prior to the deployment of the Chromebook to your child. In the event that a Chromebook is damaged due to misuse, abuse, or neglect, the student may be charged an additional repair fee; as is reflected in the table below.

If a student withdraws from the Strasburg C-3 School District and then re-enrolls later in the current year, the prior fee paid at the student's initial registration will be reinstated along with the number of claims made prior to the withdrawal.

Annual Chromebook Fee	First Repair	Second Repair	Third Repair	Fourth Repair
\$25	*included in Chromebook fee	Up to \$50	Up to \$150	Up to \$250

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabout unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of the property. It will be the discretion of the Strasburg C-3 administration to determine fault. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Estimated Costs of Repairs: (Subject to Change):

- Replacement of the Chromebook - \$355 - \$400
- AC Adapter and power cord- \$30
- Battery- \$98
- Gumdrops Protection Case- \$50
- Screen Replacement- \$50
- Top Cover- \$23
- Screen Bezel- \$29
- Keyboard- \$40
- Bottom Case- \$27
- Power Port- \$12
- LCD Video Cable- \$27

Chromebook Technical Support:

Laura Mooney, in the office, will be the first point of contact for the following items in need of attention of the Chromebooks.

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System of software configuration support
- Restoring Chromebook factory default
- System software updates

Technology Acceptable Use

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of the Strasburg C-3 School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Strasburg C-3 School District.
- Access to the Strasburg C-3 School District technology is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary actions as defined by the Strasburg C-3 Acceptable Use Policy, Plan of Discipline, or other set policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, and threatening or obscene material.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Strasburg C-3 School District Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance learning courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or other people's passwords.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify your teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request, it is a responsibility.
- Parents are encouraged to monitor their child's internet activity and internet usage periodically.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are following the law.
- Plagiarism is a violation of the Strasburg C-3 School District discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through Google Gmail system managed by the Strasburg C-3 School District. The interface is heavily monitored by the district network administrators and is subject to filtering of inappropriate content. If the device is not linked to district wifi, the items will not be detected. Students connected to home or public wifi will need to be monitored by the student's parents and can be controlled via your home wifi settings.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Do not use a google document, sheet or another Google Platform to communicate with your peers.
- No private chatting during class without permission is allowed.
- Email, google applications, and other software platforms are subject to inspection at any time by school administration.

Consequences

- Students will be responsible for accounts and/or computer hardware used to them. Noncompliance with the policies within the Chromebook Policy Handbook or the district Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Technology Acceptable Use Agreement

STUDENT: Parent/guardian is responsible to read and review this information with their student. Rules of conduct are described in this "Student Acceptable Use Agreement for the Strasburg C-3 School District" and apply when the electronic information system is in use. I understand any violation of the above provisions will result in the loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Also, should I choose to "publish" on the internet, I will work under the guidance of a content sponsoring teacher. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or sexism, harassment, in appropriate language, and/or other listings previously described in this used agreement. I agree to report any misuse of the electronic information resources to my principal, teacher/supervisor or systems administrator.

I have read this Acceptable Use Agreement and understand that internet sites are filtered at school and that internet use on my district computer may be monitored. I hereby agree to comply with the above described conditions of acceptable use.

Student Signature: _____ Date: _____

PARENT/GUARDIAN: I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. As the parent or guardian of the student, I have read this Acceptable Use Agreement and understand that internet sites are filtered and that electronic information resource accounts may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for the Strasburg C-3 School District to filter or restrict access to all inappropriate materials. I will not hold the Strasburg C-3 School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school. I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child. I agree to be responsible for any damages incurred by my child.

I further understand that student use of the electronic information resource system is designed for educational purposes.

I recognize that the district has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that it is impossible for the Strasburg C-3 School District to filter or restrict access to all inappropriate materials. I will not hold the Strasburg C-3 School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

I have read this Acceptable Use Agreement and understand that internet sites are filtered at school and that internet use on my child's district computer may be monitored.

Parent/Guardian Signature: _____ Date: _____