



## CJSD151 One to One Chromebook Initiative

In this packet you will find the policies that pertain to the CJSD151 One to One Chromebook Initiative. Teachers may make additional requirements for Chromebook use in their classrooms.

### TABLE OF CONTENTS:

#### **Obtaining Your Device 1**

#### **Day Loaner Program 1**

#### **Responsible Care 1**

##### Warranty and Repair Procedures 1

#### **Appropriate Use 1**

##### Saving to the Cloud 2

##### Internet Filter 2

##### Use at Home 2

##### Personalizing the Chromebook 2

##### Installed Software 2

##### Charging 2

##### Digital Citizenship 2

##### Storing Your Chromebook 2

##### Care and Cleaning 3

#### **Privacy 3**

#### **Common Questions 3**

##### Can students bring their own Chromebooks? 3

#### **Student Pledge 4**

#### **Parent Responsibilities 5**

### **Obtaining Your Device**

We acknowledge that this Chromebook is the property of Cassia Joint School District 151 (CJSD151). As part of the CJSD151 One to One Chromebook Initiative students will be systematically issued Chromebooks for use both at home and at school. Parents must digitally/paper sign the parent take home agreement as well as the Acceptable Use Policy (AUP). In addition to the Chromebook, student's will also be issued a charger. Students are responsible for the care of these items once issued to them. It is expected that all items will be returned in a reasonable and usable condition for 1<sup>st</sup> – 8<sup>th</sup> grades upon withdrawal from school or termination of this contract by the district. Failure to return items, or failure to return items in the expected condition may result in fees which, if not paid, could result in not being allowed to participate in end of year activities and commencement ceremonies.

Students in grades 9-12 will be issued a Chromebook upon entry into high school. They will be responsible for this Chromebook through all four years of high school. It will remain the property of CJSD151 until the student graduates. Upon graduation, CJSD151 will relinquish all rights to the Chromebook and it will become their device to take with them.

**Students who withdraw, receive long-term suspension or are expelled, or terminate enrollment at CJSD151 for any other reason must return their device and accessories on the date of termination.**

### **Day Loaner Program**

Students who forget to bring their Chromebooks to school, bring their Chromebooks without significant battery life, or for any other reason find themselves without a functional Chromebook will checkout a 'day loaner', if available. These students must request permission from their classroom teacher. They will then check out a Chromebook from the media center.

Students will be held to the same guidelines with the day loaner as they are with a take home device. Day loaner Chromebooks must be turned in by 3:15 the same day they are checked out.

### **Responsible Care**

It is important that students take proper care of their Chromebook and report any issues and/or damage promptly.

### Warranty and Repair Procedures

Students are responsible for daily care, proper use, and security of their issued Chromebook. If a student finds their Chromebook is not functioning properly or has physical damage, the student should immediately report it to their classroom teacher. If a device has been damaged (this includes chargers), the student will be charged \$25. CJSD151 will do our best to provide students with a 'loaner or day loaner' Chromebook to use while theirs is being repaired but because there is a limited number of Chromebooks available, the student can not be guaranteed to receive one. Any damage done to a 'loaner/day loaner' while issued to a student falls under the same guidelines as the original Chromebook issued to the student.

### **Appropriate Use**

Students will be trained on the appropriate use of the Chromebook. This training will cover but is not limited to how to use the Chromebook, physical care, and appropriate use.

### Saving to the Cloud

Chromebooks have limited storage on the device so students are expected to save/back up their work to their Google Drive. Google Drive accepts all file types.

### Internet Filter

All devices with network access (at home or at school) will be subject to a content filter guided by both the Children's Internet Protection Act (CIPA) and administrative policies. Any attempt to bypass the filter by modifying machine settings, using 3rd party services, or providing a personal data connection will be deemed an immediate violation of this policy.

### Use at Home

While a Wi-Fi connection will be necessary for some functions on Chromebooks, students can make select files available offline in order to complete work without a Wi-Fi connection.

Information on this can be found at: <https://support.google.com/Chromebook/answer/2809731?hl=en>

### Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that were not placed there by CJSD151 staff. Students are not to remove any CJSD151 inventory markings. Spontaneous checks for compliance could be done by administration or CJSD151 technology department staff. Non-compliance is vandalism and will be treated as such.

### Installed Software

Chromebooks are not designed to download and install software instead they run apps or extensions. Side-loading applications and/or placing the Chromebook in developer mode is not permitted. Any applications installed on the Chromebook by CJSD151 staff must remain on the Chromebook in usable condition and easily accessible at all times. There is limited hardware space available on the Chromebook, therefore any applications needed for class will take priority over applications personally installed by the student. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the direct consent of the building administrator or technology department, will be considered an act of vandalism. Any attempts to 'hack' the Chromebook, either physically or the software, is not permitted.

### Charging

It is the student's responsibility to bring their Chromebook to school fully charged. Students will not be allowed to charge their Chromebooks in the classroom unless the battery power is BELOW 10% and with teacher permission. Should this be a consistent problem, students may lose the right to take their Chromebook home and be assigned a day loaner.

### Digital Citizenship

When using the Chromebook at school or at home, students are expected to be good digital citizens and to follow the guidelines in the AUP for social etiquette, cyberbullying, intellectual property, and copyright.

### Storing Your Chromebook

If a student cannot have their Chromebook with them, it should be secured in their assigned locked locker. Nothing should be placed on top of the device. Chromebooks should not be stored in a vehicle

either at school or at home due to possibility of theft and/or extreme temperatures. With prior approval by the administration, secure overnight charging will be provided in the School Media Center for students 7<sup>th</sup> -12<sup>th</sup> grade. Students 1<sup>st</sup> – 6<sup>th</sup> grade will store their Chromebooks in the classroom cart at night unless needed for school work at home or a possible school closure as directed by their classroom teacher.

**Care and Cleaning**

Here are some DOs and DON'Ts for taking proper care for the Chromebook.

**DO**

- Do lift/carry your Chromebook closed or by the base
- Do make sure there is nothing placed between the keyboard and the screen before closing your Chromebook
- Do use a soft, dry cloth (such as a lens cleaning or microfiber cloth) to clean the screen
- Do keep the Chromebook free of crumbs and debris.
- Do keep your Chromebook secure and in your possession.
- Do be aware of what is against the Chromebook if placed in a backpack.

**DON'T**

- Don't pick your Chromebook up by the screen or store/carry it with the screen open.
- Don't store anything (paper, etc.) between the screen and the keyboard
- Don't use cleaner or paper towels to clean your screen. If liquid is needed to remove dirt use a small amount of water applied to your soft cloth.
- Don't eat or drink over your Chromebook. (Cafeteria)
- Don't loan your Chromebook to other students or leave it unattended.
- Don't place anything against the Chromebook that will put pressure on the screen.

**Privacy**

As stated in the AUP students should have no expectation of privacy in regards to their usage or the content of their Chromebook. Due to the CJSD151 One to One Chromebook Initiative students should be aware that this is regardless of where the Chromebooks is used (school or home) or how it is connected to the internet (CJSD151 internet connection or any other internet connection). Chromebooks are subject to inspection at any time without prior notice. While student usage will be monitored in a variety of ways the built-in webcam will not be one of them.

**Common Questions**

**Can students bring their own Chromebooks?**

No, students will need to use the Chromebook they were issued by the district; take home device or day loaner because they need to use a CJSD151 managed device in order to have access to district provided resources.



**APPROVED:** May 20, 2021

**Student Pledge**

I pledge that:

- I will take good care of my device
- I accept responsibility if I leave the device unattended
- I accept responsibility if I loan out my device to other individuals
- I will know where my device is at all times
- I will charge my device battery nightly, so it has a full charge at the beginning of each school day
- I will keep food and beverages away from my device since they may cause damage to the device
- I will not disassemble any part of my device or attempt any repairs
- I will use my device in ways that are appropriate, meet CJSD151 expectations, and are educational in nature
- I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the serial number or CJSD151 inventory markings
- I understand that my device is subject to inspection at any time without notice and remains the property of CJSD151
- I will follow the policies outlined in this CJSD151 One to One Chromebook Initiative, Technology and Acceptable User Policy, and Student Handbook while at school, as well as outside the school day
- I will file a police report in case of theft or vandalism
- I will be responsible for all damage or loss or theft of device
- I agree to return the CJSD151 district device and charger in good working condition and to pay for any damages beyond normal wear and tear
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner

**Students who graduate early, withdraw, receive long-term suspension or expulsion, or terminate enrollment at CJSD151 for any other reason, must return their device and accessories on the date of termination.**

**I agree to the guidelines set forth in the above CJSD151 One to One Chromebook Initiative including the device policies, procedures and information; the Technology and Acceptable User Policy, the Student Handbook and the above Student Pledge.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Please Print

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Parent Responsibilities**

I understand that:

- My student will be issued a Chromebook and charger for which they will be responsible for its care and safety
- My student will be trained on the appropriate use of the Chromebook including but not limited to how to use the Chromebook, physical care, and appropriate use
- My student will have access to their device 24/7 so as a parent I may need to establish ground rules for device use outside of the school day
- At the discretion of the building administrator, any inappropriate use of the Chromebook or accessories may result in my student losing his/her right to the device
- While the internet is needed for the Chromebook to be fully functional, if my student enables offline access before leaving school for the day, there are many functions that will work without internet access and it is my student’s responsibility to make sure this is done
- Use of district technology is a privilege, not a right
- The Chromebook provided to my student is for their educational use and should not be borrowed by or loaned to anyone else
- My student and I will need to file a police report in case of theft or vandalism
- My student and I will be responsible for all damage or loss or theft of the device. The first damage incident will be \$25 but any incidents after will be equal to the cost of the repair Any loss or theft of the device will be 100% replacement cost
- My student will turn-in their Chromebook and all district provided accessories (charger, cables) before leaving for summer vacation (Only for grades 1<sup>st</sup>-8<sup>th</sup>)
- Should my student graduate early, withdraw, receive long-term suspension or be expelled, or terminate enrollment at CJS151 for any other reason, their device and accessories must be returned to the school on the date of termination

**I have read and agree to the guidelines set forth in the above CJS151 One to One Chromebook Initiative Policy including the device policies, procedures and information; Technology and Acceptable User Policy, the Student Handbook, the Student Pledge and the Parent Responsibilities.**

Parent Name: \_\_\_\_\_  
Please Print Signature Date

**I acknowledge my child's Chromebook may not be filtered when not at school \_\_\_\_\_ (initial)**