

Student Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_  
Paid: \$ \_\_\_\_\_



# **CHROMEBOOK – RESPONSIBLE USE**

## **Procedures and Guidelines**

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## 1. Annual Receipt of Your Chromebook and Check-In

### 1.1 Receiving Your Chromebook

Chromebooks will be distributed to students in need of a device during the 2019/2020 School Year to participate in remote learning. Before receiving a Chromebook, students and parents must complete the following form, to include the accidental insurance options page.

- ☐ Chromebook Insurance Coverage Form, page 8

### 1.2 Chromebook Check-In

Chromebooks will be returned either during the final week of school during student checkout so they can be examined for serviceability or on the first day that school is to be back in the buildings, whichever comes first. If a student transfers out of the Prosser School District during the school year, their Chromebook will be returned at that time.

### 1.3 Return Policies

Individual school Chromebooks and accessories must be returned to the designated school location or Information Technology (I.T.) Department at the end of this school year, or on the first day that students are to attend the school buildings, whichever comes first. Students who withdraw, complete graduation coursework early, or terminate enrollment at Prosser School District for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the Prosser Police Department and may delay access to public school records.

The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Responsible Use Policy, Procedures and Guidelines and must return the device and accessories in satisfactory condition. Insurance is available and detailed on page 8 of this document. If insurance is denied, and there is damage to the Chromebook, the student will be charged for repairs not to exceed the cost of the Chromebook.

1.3.1 Students leaving Prosser School District for more than 20 consecutive school days would be required to return the device prior to leaving. After the 20th day the Chromebook and associated student accounts will be deactivated and unusable.

### 1.4 Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide and/or remove Prosser School District identification tags will be subject to disciplinary action.

## 2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.

## 2.1 Carrying Chromebooks

The Chromebook should always be stored in the district issued case. It protects the Chromebook and provides protection when carrying at or away from school. Care must be taken when placing the Chromebook within its case into backpacks, folders and/or workbooks to avoid placing pressure and/or weight on the Chromebook screen.

## 2.2 Screen Care

The 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 Chromebook when it is open or closed.
- No objects should be placed on the keyboard.
- Do not place anything near the Chromebook that could put pressure on the screen
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” or “drop” the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

## 2.3 Storing Your Chromebook

Nothing should be placed on top of the Chromebook when not in use. Chromebooks should never be stored in a vehicle at any time due to the possibility of theft.

***Do NOT leave your Chromebook in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

## 2.4 Chromebooks Left in Unsecured Areas

Under no circumstances should Chromebooks be left unsecured. Any Chromebook left unsecured is in danger of being stolen or damaged.

# 3. Managing Your Files & Saving Your Work

## 3.1 Saving Your Work

Students will save work in their district provided cloud-based or network storage drives. It is recommended that students store files in their Office 365 Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

## 3.2 Network Connectivity

Prosser School District makes no guarantee that the network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data.

## 4. Software on Chromebooks

### 4.1 Originally Installed Software

The software/apps originally installed by Prosser School District must remain on the Chromebook on all times.

### 4.2 Additional Software

The use of the student's school provided Chromebook is for educational purposes only. Prosser School District will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Additional classroom-appropriate apps may be installed but again, only if for educational purposes only. At no time are students to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

### 4.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

### 4.4 Software Updates

Updated versions of licensed software/apps will be deployed via the I.T. Department. Updates may occasionally require a system restart.

## 5. Responsible Use

The purpose of this document is to augment existing Responsible Use Policy (RUP) and Network Code of Conduct (NCC) as identified in Policy 2022 and details guidelines and expectations for the responsible use of technology for students at the Prosser School District (PSD) in order to provide a safe, appropriate and effective learning environment for all. As members of the PSD community students are required to follow the district's policies, procedures and guidelines.

### 5.1 System Security

- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Students will log on to the network only as themselves.
- Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem.
- Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures. **Failure to comply will result in loss of computer/network privileges and possible disciplinary action.**

## 5.2 Intellectual Property and Privacy

- Students will not copy or transfer any copyrighted material(s) to or from computers on the Prosser School District network without the permission of the technology staff.
- Students will not plagiarize words or phrases found in books, on the Internet, or on other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
- If a student encounters an inappropriate image, site or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies carefully before posting or adding content that may be viewed by others presently or in the future.

## 5.3 Inappropriate Language and Harassment

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Prosser School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.
- Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

## 5.4 Student Acknowledgement and Agreement

- Students continuously represent the Prosser School District whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.
- Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
- If students knowingly enable others to violate these rules, students may lose their access to PSD computer resources that include their device, district network, email, or internet access.
- The district has software and systems in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
- Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.

Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

### **Students Agreement:**

1. I will follow teachers'/building/district instructions when using technology.
2. I will be polite, considerate, and to use appropriate language.
3. I will report and/or help prevent any bullying, abuse, or harm of others.
4. I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I will follow all filters and security measures.
6. I will use technology carefully and to conserve district resources.
7. I will not to share my passwords, except with my parent/guardian.
8. I will use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I will not reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I will follow copyright laws.
11. I agree to return the Chromebook, case, and power cords in good working condition.
12. I will never loan out my Chromebook to other individuals.

Following Federal, State and, local laws, The Prosser School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

**Individual school Chromebooks and accessories must be returned to Prosser School District at the end of this school year. Students who withdraw, or terminate enrollment at Prosser School District for any reason must return their individual school Chromebook on the date of termination.**

## Prosser School District (Optional) Yearly Chromebook Insurance Coverage Information

Full Cost-\$30. Students will submit the \$30 insurance fee at the time of check out.

Reduced Lunch-\$20. Students may submit the \$20 insurance fee at the time of check out.

Free Lunch-\$10. Students may submit the \$10 insurance fee at the time of check out.

Damage Deductible:	First Incident/\$0	Second Incident/\$30
Stolen Deductible:	First Incident/\$50	Second Incident/Full cost of device
Not covered:	Cords, Chargers, Loss w/o a police report, Intentional Damage	

- Two incidents total, in any combination (damage/stolen), are covered per year.
- Stolen Deductible only applies if a Prosser Police Department report is filed. If the lost or stolen Chromebook is later recovered in working condition, the fine will be refunded. If no police report is filed the full cost of the device will be charged.
- If a student leaves the district, but does not return the Chromebook, they will be fined for the full replacement cost, and standard rules for the restriction of student records and transcripts would apply. Law enforcement may be involved for the purpose of recovering district property.

Examples of Cost:	Loss of asset tags	\$20
	Loss of Charger	\$25
	Damage to Power Jack	\$10
	Screen Replacement	\$40
	Water Damage	\$160
	Missing/Damaged Keys	\$100
	Full cost of Chromebook	\$250