

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT NO. 6

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Staunton Community Unit School District #6 Expects Everyone's Best
**LEAD *CHALLENGE *ACHIEVE*

July 23, 2018

Dear Staunton Families,

The Staunton School District is committed to providing an exceptional education to our students and as such we are beginning the transition to 1:1 devices for our families. Starting this school year, both 5th and 9th grade students will be assigned a specific Chromebook and have the ability to take the device home with them during the school year. Also, a large number of Chromebook carts are strategically located throughout the school district for remaining students to use daily while at school. It is our goal that this device will enhance our current curriculum and provide a more robust educational experience for our students. Additionally, by adding the Chromebook as an educational tool, we are better preparing our students for the 21st century skill set that is required in today's society.

Attached below you will find the *Chromebook & School Google Account Digital Citizenship Guidelines & Expectations*. Please be sure to review these guidelines and expectations as a family and both the student and a parent/guardian must sign off that they understand everything listed. A copy of the signed form must be on file with the student's school office in order for him/her to use his/her Google Account and Chromebook. The signed forms can be submitted to the school at Registration or during Open House. **All students must have a signed form on file in their respective office.**

All 5th and 9th grade students and their families must attend a **mandatory** 1:1 device presentation the afternoon of the District Open House (Thursday, August 16th) in the Multi-Purpose Gym at the below listed times:

- **5th Grade 1:1 Device Presentation - Thursday, August 16th @ 4:30 PM in the Multi-Purpose Gym**
- **9th Grade 1:1 Device Presentation - Thursday, August 16th @ 5:30 PM in the Multi-Purpose Gym**

5th Grade students will receive their Chromebook on the 1st day of school (August 21st) from their homeroom teacher. 9th Grade students will receive their Chromebook at the presentation on August 16th which will also serve as the Freshman Orientation presentation.

As always, if you have any questions or concerns, please don't hesitate to contact the school!

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Grade: _____

Student Name (Print): _____



Stanton CUSD #6

Chromebook & School Google Account

Digital Citizenship Guidelines & Expectations

Think before you act because your virtual actions are real and permanent!

	Guidelines & Expectations	Student Initials	Parent Initials
1	It is my responsibility to come to class each day with my Chromebook charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks per the district 1:1 guidelines.		
2	I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class.		
3	I understand that the Chromebook I received is intended for my use only. I agree to not misrepresent myself by using someone else's Chromebook/username or lending my Chromebook to others.		
4	I will do my own work. I understand that there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.).		
5	I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.		
6	I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. that I post during school hours and/or while using school resources are subject to school and legal consequences.		
7	I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
8	I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.		
9	I understand that acknowledging receipt of these items that it is my responsibility to care for the equipment and ensure that it is retained in a safe environment and understand that I will not deface or destroy this equipment in any way.		
10	I acknowledge that this equipment is the property of Stanton Comm. Unit #6 and is being loaned to me for educational purposes for the academic school year and will be returned to the District when requested, or sooner, if I withdraw prior to the end of the year.		

Grade: _____

Student Name (Print): _____

Staunton CUSD #6 Chromebook & School Google Account Care & Use

1. Always close the lid before moving your Chromebook device.
2. Shut down the device before going to next class.
3. Place your Chromebook on flat, solid surfaces only.
4. Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.
5. Clean the screen with dry anti-static cloths or lens cleaners only.
6. Charge your Chromebook every night at home. Leave your device charger at home.
7. Charging may only be done at designated "charging stations" in the building.
8. Keep your Chromebook in your possession or in your locked locker at all times at school.
9. Use of your Chromebook in the cafeteria/bus is not recommended. Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.
10. Report any damage or problems to a school staff member immediately.
11. Return any unattended Chromebooks immediately to the main office.

1. Do not sit on your Chromebook or place heavy objects on top of it.
2. Do not "decorate" your device in any way (stickers, markers, paint, etc.)
3. Do not disassemble, modify or repair your Chromebook, operating system, installed software or filters. If you cause damage to your Chromebook, the following fees will be assessed:

Repair charges First Visit	\$10	Replacement Cost	\$279
Repair charge for Each Following Visit	\$30	Replacement Charger	\$40
4. Do not alter or remove the SCUSD#6 ID tags on the underside of the Chromebook itself.
5. Do not leave your Chromebook unattended. You are responsible if it is lost.
6. Do not leave your Chromebook in an unlocked vehicle or in a hot vehicle.
7. Do not use your Chromebook near water.
8. Your Chromebook will be collected by Staunton Staff at the end of the school year for summer maintenance.

Any damage or loss due to your negligence is YOUR RESPONSIBILITY.

_____ Date: _____
 Student Name (Printed) Student Signature

_____ Date: _____
 Parent/Guardian Name (Printed) Parent/Guardian Signature

Staunton Community Unit School District #6 Chromebook FAQ's

Please note that ONLY 5th and 9th grade students are getting a device to take home for the 2018-2019 School Year.

1. Why did the District choose to provide a Chromebook for students?

Students have been using similar devices over the last several years. As the district looked at our instructional practice, it became evident that we needed to put a device into the hands of our students that they can take home, with the eventual goal of having a completely 1:1 computer-to-student ratio throughout the district.

The 1:1 initiative has been a district goal and various committees have been studying this for the last three years. The move to a 1:1 ratio in the district will allow our teachers to develop new interactive digital curricula that can be modified to address student needs, State Standards, and ever-changing technology in education. The cost of the chromebook will be included in the curriculum fee that is covered by parents/guardians at the beginning of the year. There will not be an extra charge for use of chromebooks unless the device is damaged, broken, or lost.

We try to keep parents as informed as possible. We will continue to keep the website updated as new information becomes available and we encourage parents to look at our District website for more information. Additionally, we will be hosting parent meetings at the start of the school year with the dates to be published as soon as they are available.

2. I have devices at home, can my child use our devices at school instead of the Chromebook?

The Chromebook was identified as the best option to support the instructional process and the curriculum, as well as the most cost effective. Providing all students with the same device establishes equity in the type of devices for all students. Standardization and management of the devices allows for teachers to plan for student instruction instead of technology support across various device types. When the district provides the device, software can be upgraded as needed for curriculum, the device can be used for district/state testing, and it can be filtered to meet district guidelines for Internet use and safety.

3. Does my student have to have a Chromebook (5th & 9th Grade)?

Yes. The chromebooks will be the instructional tool used in the classrooms in conjunction with Google Applications for Education. This combination will provide the best learning opportunities for students.

4. What can the student use the Chromebook for?

The Chromebooks are issued for school related tasks only. The student must log in to their school district account in order to use the device. The devices cannot be used for connection to personal devices off site. Only students with school district issued Google accounts may use the chromebook. Those accounts are in the following format: username@stauntonschools.org

5. Is the Chromebook being filtered when they are away from school?

The Staunton School District makes every effort to insure the safety of the students. The Chromebooks that are issued have been configured to adhere to the District Electronic Use Policy. The Chromebooks are filtered any time they are used on site or off site. Additionally, the Chrome internet browser is also filtered when students use their school district email account.

6. What do we do if my child’s Chromebook is not operating correctly and requires support?

The student should first let their classroom teacher know if it is happening during the school day. If it occurs at home, then the Chromebook device should be taken to the school office on the next school day. If it needs to be repaired, the student will be issued a loaner device.

7. Does the Chromebook have a camera?

The device has a camera. The camera may be used for instructional purposes in the classroom.

8. What if families do not have Internet access at home?

Free wifi access is available at the school, and at the Staunton Public Library. Additionally, students can use Chromebooks offline. Students will be given instructions on how to access files offline if they do not have the internet available off site.

9. What happens if Chromebook is damaged or broken?

If damaged or broken, the Chromebook device should be taken to the school office. At that time it will be evaluated. If it needs to be sent in for repair, the student will be issued a loaner device.

If the device is broken, then once the device is taken to the school office, it will either be repaired or shipped to the dealer for repair. If it is determined by the administration that the device was vandalized or intentionally damaged, the student/parent is responsible for the repair cost.

It is recommended that students purchase a protective case to carry the chromebook in, and it is tagged and identified with the student information. Additionally, the school district can identify who is logging in to each Chromebook and when that login occurs. These are possible repair charges:

Repair charges First Visit	\$10
Repair charge for Each Following Visit	\$30
Replacement Cost	\$279
Replacement Chromebook Charger	\$40

10. What happens if the Chromebook is lost or stolen?

If the device is lost or stolen, notify the school office as soon as possible. This will allow the district to begin the recovery process to help locate the Chromebook. The district will make every attempt to locate the device. The district has the ability to track and monitor Chromebook logins and locations as needed. The district has the ability to shut down the Chromebook so that no one can log in to the device if it is stolen.

If the Chromebook is unable to be located, the parent is responsible for the replacement cost of the device.

Chromebook Replacement Cost	\$279
Chromebook Charger Replacement Cost	\$40

11. What happens if it is raining and the Chromebook gets damaged due to the rain?

It is highly recommended that each student purchase a carrying case for their computer, preferably one that is waterproof. However, the Chromebooks should not be left outside during the rain, or dropped in puddles. If a device has gotten wet, the device should be taken to the school office for evaluation.

12. Will there be the option to purchase at some point?

At this time the Chromebooks will not be available for purchase.

13. Will Chromebooks replace textbooks?

The district is working toward moving curriculum online but we will not be at that stage initially.

14. Will they have to take them home and back to school every day?

Assignments and homework may be issued that will require the use of the Chromebook at home. Additionally, students will need to take the Chromebooks home in the evening to charge them and have them ready for the next day. The Chromebook charger should be left at home because a full charge allows for approximately 6 hours of constant use.

15. Can students use Chromebooks for nonacademic purposes?

The devices are issued for academic school-related tasks. Students must sign in to the device with their school issued account before using it. The DISTRICT ELECTRONIC USE POLICY and the Chromebook Use and Guidelines applies to this device. The school filter will be in place in on site or off site.

16. Can parents monitor Chromebook content their child searches at home?

The district encourages all parents to take an active role in working with their students on the device. Parents can work with their children and should ask their students to show them assignments they are working on.

17. How will they be secured at school when not in use?

If a student is not using the device, it should be kept with them or stored in their locker. The locker must be locked. Physical security of the devices is the student's/parent's responsibility.

18. Can the Chromebook get viruses or give a virus to my home network?

Viruses on the Chromebook devices are rare. Additionally, the Chromebook device does not interface with home devices.

Students will be keeping files in their Google Drive, and if the student downloads files on a personal device, and the files contained a virus, then there is a possibility of transmission. The district will make every effort to maintain a virus free environment, however viruses can come from Internet sites. The district encourages families to maintain virus protection on all devices.

19. What are the consequences for inappropriate use by students?

Consequences are dictated by the school discipline policy and procedures, the The DISTRICT ELECTRONIC USE POLICY and the Chromebook Use and Guidelines.

20. What if my child forgets their Chromebook at home?

They can stop by a designated check-out location to pick up a "loaner device" for the day. However, repeated occurrences will be addressed as unprepared for class through the student discipline policy.

21. Charging capabilities at school? What if we lose the cord or if it is at home?

Students are required to take the device home every night and bring it fully charged to school the next day. If they forget, then the device can be taken to a designated charging location. Students should not bring their chargers to school.

22. Can a teacher take my Chromebook away for the class period/school day?

Teachers in the classroom will designate when the Chromebooks should be used by the students for coursework during the class period. Students will be asked to follow the teacher's direction. Identified misuse of a Chromebook may result in consequences.

23. Can the student personalize the Chromebook? (screens, stickers, attach mouse, keyboard, keypad, setting changes, mouse settings)

The student may not place stickers or permanent artwork anywhere on the Chromebook. The Chromebook is the property of the Staunton School District and should be returned in the same condition in which it was handed out. However, any accessory that students want to attach to the Chromebook (such as a mouse, a second keyboard, document cameras, etc.) may be used.

24. Is the DISTRICT ELECTRONIC USE POLICY, Student Handbook Policy, and the Chromebook Use and Guidelines in effect at home as well as at school.

The Chromebooks are issued to students for educational use. Whenever a student is using the Chromebook, their use falls under the DISTRICT ELECTRONIC USE POLICY, Student Handbook Policy, and the Chromebook Use and Guidelines.

25. Can I use the Chromebook with my personal accounts?

No. The devices will only accept logins from Staunton School District issued accounts (username@stauntonschools.org)

26. Can I install apps and play games at home? What happens if I do it during class?

Only applications that the teacher designates or the district approves may be installed on the devices. Misuse of the Chromebook during the class will result in consequences described in the DISTRICT ELECTRONIC USE POLICY, Student Handbook Policy, and the Chromebook Use and Guidelines.

27. Can I bring my own mouse?

Yes, students may bring their own mouse. The district is not responsible for personal loss or damage of personal devices.

28. What if a student with an IEP/504 needs accommodations?

Required accommodations will be provided by the district.

29. Will the students be taught the basics of Digital Citizenship, the appropriate and safe use of the device on the Internet, and Internet Etiquette?

Students instruction includes but is not limited to the items mandated by Illinois Law:

- Safe and responsible use of social networking sites, chat rooms, electronic mail, bulletin boards, instant messaging and other Internet based communication.
- Recognition, avoidance and reporting of online solicitation.
- Risks of transmitting personal information on the Internet.
- Recognition and avoidance of unsolicited or deceptive communications.

- Recognition and reporting of online harassment and cyberbullying.
- Reporting of illegal activities and communications on the Internet.
- Copyright laws on written materials, photographs, music and video.

30. What are the basic Chromebook expectations for students?

With the deployment of Chromebooks to students at Staunton School District, basic expectations regarding use and handling, student responsibilities, and procedure to assure student safety are as follows:

- a. Expectations**
 - i. Charge the Chromebook devices at home and bring them to school charged and ready (consequences may be given if continually brought to school uncharged)
 - ii. It is highly recommended that students purchase a Chromebook carrying case. Keep the chromebooks safe while transporting them.
- b. Responsibilities**
 - i. Follow classroom teacher guidelines
 - ii. Follow the DISTRICT ELECTRONIC USE POLICY, Student Handbook Policy, and the Chromebook Use and Guidelines.
 - iii. Keep your name identification sticker on the bottom of your Chromebook.
- c. Safety and Security**
 - i. Keep the device in sight at all times when you have it outside of the classroom or your home
 - ii. Use the device carefully
 - iii. Report damage immediately to the school office
 - iv. Report loss or theft immediately to the SHS or Elementary office.