Yellow Springs High School and McKinney Middle School 1:1 Chromebook Program

Student / Parent Handbook

The MMS & YSHS 1:1 Chromebook Program affords our students with access to technology and learning opportunities that may otherwise not have been available. The 1:1 program assigns each student with a Chromebook and charger to use throughout the school year. The assigned Chromebook becomes the responsibility of the student and should be taken home, charged, and cared for as if it is their own.

Overview

Yellow Springs Schools view the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of Yellow Springs Schools to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, comes responsibilities for the parent and the student.

Students and families must understand that:

1. All users of the YS Schools network and equipment must comply at all times with the 1:1 and Acceptable Technology Use guidelines outlined in the handbook and the Acceptable Technology Use Policy Form signed annually.
2. 1:1 devices are on loan to students and remain the property of YS Schools.
3. All users are accountable to school, district, local, state, and federal laws.
4. Use of the device and network must support education.
5. Students and families must follow all guidelines set forth in this document and by staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all of YS Schools' computers whether on or off the school campus.
7. All files stored on YS Schools' equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, and power cord / chargers. The term "device" includes laptops, tablets, notebooks, and Chromebooks.
9. Students are expected to keep the devices in good condition. Failure to do so may result in fees for repair or replacement.
10. YS Schools will cover the costs associated with normal wear and tear.
11. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned username. Students may not share their passwords with other students.
16. Students may not loan devices or components to other students for any reason. Students who do so are responsible for any loss or damage.
17. Students may not attempt to bypass any safety, security, or monitoring software installed on the device.
18. Any failure to comply may result in disciplinary action. YS Schools may remove a user's access to the network or Google account at any time if the user engages in any unauthorized activity.
19. YS Schools reserve the right to confiscate the property at any time.

Parent / Guardian Responsibilities

YS Schools make every effort to equip parents / guardians with the necessary tools and information to ensure safe use of the devices in the home. Each device will come with Securly monitoring software installed that allows school officials and parents access to monitor student browsing activity. There are several responsibilities assumed by the parent / guardian. These are outlined below:

Accept Liability

The parent / guardian / student are responsible for the cost of repair or replacement at the date of loss if the property is:
- Not returned.
- Intentionally damaged.
- Damaged due to negligent behavior or care.
- Lost.
- Stolen during period of negligent care.
- Stolen, but not reported to school in a timely manner (2 weeks).

Monitor Student Use

The parent / guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent / guardian present and involved. Suggestions to support safe use include:
- Investigate and apply parental controls available through your internet service provider.
- Monitor student browsing history through the Securly software installed on the device.
- Develop a set of rules / expectations for device use at home.
- Only allow device use in common rooms of the home and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you their work often.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents / guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical, and legal utilization of all technology resources. ***Violations of these rules and guidelines may result in disciplinary action even if they occur outside of school.***

Electronic Resource Policy and Acceptable Use Procedures

General Guidelines
All use of technology must:
- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders
- Do not share logins or passwords
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines
- Do not bypass any safety, security, or monitoring software

Activities Requiring Teacher Permission
- Instant messaging
- Using headphones in class
- Downloading programs, music, games, or videos
- Playing games

Appropriate Content
All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
- Alcohol, tobacco, or drugs
- Violence or weapons
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial content or behavior

Device Use, Care, and Classroom Routines

General
- Be careful when inserting or removing cables. Hold and pull charge cable out of the laptop by the plug and not the cord.
- Be careful to leave pencils, pens, or papers on the keyboard when closing the laptop.
- Do not eat or drink when using the Chromebook. The Chromebook is not to be used in the cafeteria during lunch.
- Avoid using the Chromebook outside with exposure to dirt, rain, or direct sunlight.
- Avoid poking or pressing hard on the screen with fingers, pens, pencils, or other sharp objects.

Cleaning and Care
- Wipe laptop surfaces lightly with a clean, soft cloth. Never spray liquids onto your laptop.
- Do not use any cleaning solutions on your laptop.
- Clean the screen with a soft, dry cloth. Take care not to press hard on the screen.

Lockers
- Devices should not be stored in lockers unless they are locked.
- Never leave the device on the bottom of the locker or pile on top of it.

Hallways
- Keep your device in a secure case at all times.
- Always use the handle, strap, or two hands to carry the device.
- Never leave the device unattended for any reason.
- Log-off or shut down the device before you change classes.

Classroom Habits
- Center the device on the desk.
- Close the lid of the device before carrying it.

Care of Device at Home
- The power cord / charger remains at home.
- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table -- never on the floor.
- Protect the device from extreme heat or cold, food and drinks, and small children and pets.

Traveling To and From School
- Completely shut down the device before traveling.
- Do not leave the device in a vehicle.
- Use your backpack or carry the case by the handle or shoulder strap.

Prohibited Actions

Students are prohibited from:
- Defacing district-owned equipment in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the devices.
- Removing any district applied stickers or identification codes.
- Stickers applied to the device must be removed by the student / parent / guardian prior to returning the device in cases where a student is separating from the district. A fee will be charged for all stickers left on returned devices.

Listening to Music

At School

Listening to music on your device is not allowed during school hours without permission from your teacher.

At Home

Listening to music on your device is allowed at home with permission from parents / guardians.

Watching Movies

At School

Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home

Watching movies on your device is allowed at home with permission from parents / guardians.

Gaming

At School

Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:
- The content of the game is school appropriate.
- You have permission from your parent / guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

Students are not to install personal software onto the computer.

Printing

Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If the student chooses to print school work at home, we suggest emailing the file to an account that can be accessed on a home computer. Personal printer drivers cannot be installed on the school device.

Device Security

Balanced Approach

Two primary forms of security exist: device security and internet filtering. Each device has a security program installed. YS Schools strive to strike a balance between usability of the equipment and appropriate security to prevent damage to the YS Schools network.

Device Security

Security is in place on the device to prevent certain activities. These include downloading or installing software on devices, removing software, changing system settings, etc.

Internet Filtering

YS Schools maintain an on-site internet filtering software package. This program automatically filters all student access to the internet while on the YS Schools network. In addition, the device has a browser monitoring software package that allows school officials and parents to monitor browsing activity.

Damaged Equipment

Repairs

Occasionally, unexpected problems do occur with devices that are not the fault of the user (computer crashes, software errors, etc.) The students should report these issues to the main office where they will be given a loaner Chromebook to be used while their damaged computer is repaired. These issues will be remedied at no cost. Repairs that are required due to negligence and / or intentional abuse of the device will be repaired at the expense of the student.

Loaner Devices

Temporary replacements are available at the main office so learning is not disrupted by the repair process. Students are responsible for the care of the loaner as if it were their issued device. Loaner devices are not provided for students who forget their device. Loaner devices must be returned to the main office at the conclusion of each school day.

Repeated Damage

The technology fee will cover the first accident claim for accidental damage and repair for the life of the Chromebook. Students or Parent/Guardian will not incur any out of pocket cost for a first accident claim. Subsequent accidental damage incidents after a documented first claim will be the Student or Parent/Guardian's responsibility to pay for any damage and repair. Any additional fees/costs shall be added to the student fees and must be paid per the normal student fee policy. Lost chargers will be replaced at the cost of the student.

YSEVSD Chromebook Standard Replacement Parts	
Item	**Replacement Cost**
Screen	$55
Charger Cable	$25
Keyboard and Touchpad	$50

*Other repairs and/or replacement parts will be assessed and the cost to replace or repair will be based on current market value.

Lost or Stolen Equipment

Lost Equipment

Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually. Students / families may be billed for damaged or lost equipment.

YSEVSD Chromebook Full Replacement Costs	
Item	**Replacement Cost**
Dell or HP Chromebook	$225
Charger Cable	$25

Stolen Equipment

Reporting Process

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (2 weeks). If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Financial Responsibility

After investigation, if a device is deemed stolen, the district will cover its replacement. The student will be issued a replacement device.

Returning your Chromebook

End of School Year

All YSEVSD issued Chromebooks, including the power supply cable, must be returned at the end of the school year. Any Chromebook not returned will be consider lost or stolen and the student will be responsible for the full replacement cost of the device.

Separation from District
Students who withdraw from the district must return their Chromebook and power supply at the time of withdrawal. Any Chromebook not returned after reasonable effort on behalf of the school will be considered lost or stolen and a report will be filed with the YSPD.

Yellow Springs High School and McKinney Middle School Chromebook Agreement

I have read, understand, and agree to abide by the above policy and guidelines:

Student Printed Name _____

Student Grade Level _____

Student's Signature _____

Parent/Guardian's Signature _____

Date _____