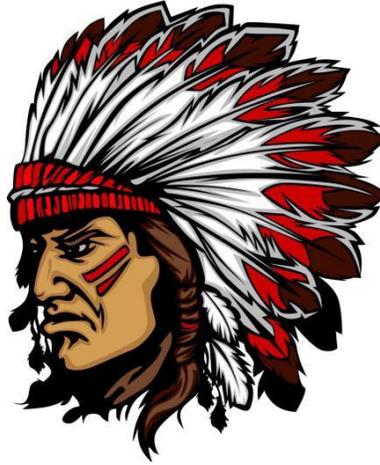


Chilhowee R-IV School District



Chromebook Policy Handbook



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

Teachers may set additional requirements for Chromebook use in their classroom.

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Receiving your Chromebook:

Chromebooks will be distributed before the first day of school and on the first day of school. Documents will need to be signed and returned to the principal's office during registration. Before students may receive their device, submittal of signed documents must occur. Please submit signed documents to the principal's office. Families will have a 2-week grace period to pay the yearly insurance fee.

Yearly Insurance

Chilhowee R-IV School District asks that a Chromebook insurance policy be purchased prior to deployment of the Chromebook to your child or within the 2-week grace period timeframe. The yearly fee will be \$25 per device for students' grade K-12 and must be paid during student registration or before the 2-week grace period concludes. If you are unable to pay the insurance, please contact an administrator or the counselor to discuss funding options. The maximum insurance fee per family is \$50 annually.

Return

Students will retain their original Chromebook each year while enrolled at Chilhowee R-IV School District. Students who participate in the insurance program for four years, 9th through 12th grades are eligible to keep their Chromebook upon graduating.

Any student who no longer attends the Chilhowee R-IV 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 Chilhowee R-IV 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 main office. 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.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- 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 shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

Screen Care

The Chromebook screen 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 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 the floor where it could be kicked or stepped on.
- 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 and for virtual and distance learning when not in the school building. 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

All insured students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeated failure to charge your Chromebook may result in referral to administration and possible disciplinary action. When fully charged at home, the battery should last throughout the day.

While using the Chromebook at home, students should keep the Chromebook in a safe location to avoid damage.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

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.

Software on Chromebooks:

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 Chilhowee R-IV School District.

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 student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook *that have been synced to Google Drive* will be intact. However, all other data (music, photos, documents) *stored on internal memory that has not been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Personalizing the Chromebook:

Chromebooks must remain free from any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Chilhowee R-IV School District. Spot checks for compliance will be done by administration or technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Chilhowee R-IV School District Acceptable use policy.

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.
- Student's First and Last Name

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 lockers or carried with them. Nothing should be placed on top of the Chromebook, when stored in the locker. Students that have paid their insurance need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events. A locked locker is suggested for storage.

Chromebooks left in Unsupervised/Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds, the cafeteria, unlocked classrooms, learning commons/library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular 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.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair for Damage

- The school will assess the damage and repair or replace the device if the damage is determined to be within the insurance policy guidelines.
- Loaner Chromebooks that can be taken home at the end of the day *will only* be issued to students who have either paid the cost of the insurance policy deductible when they leave their Chromebook for repair at the main office.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory image as received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Chromebooks Undergoing Repair for Technical Issues

- Loaner Chromebooks will be issued to students who bring their Chromebook to the main office with technical issues that would be considered factory defects and not damage caused by student misuse.
- If the Chromebook is under warranty, a loaner Chromebook will be issued to the student while the Chromebook needing repair is sent back to the manufacturer.

Manufacturer Warranty

The manufacturer warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date the Chilhowee R-IV School District takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the main office.

If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, the school will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Loss or Theft Protection

The school district is requiring an insurance deposit prior to the deployment of the Chromebook to your child. The insurance will cover accidental damage or loss due to an act of nature. However, the insurance 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 Technical Support:

The main 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 to factory default
- System software updates

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 passwords of other people.
- 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 periods.

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 in compliance with the law.
- Plagiarism is a violation of the school 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' email will be set up through the district Google email account. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.

- Email is subject to inspection at any time by school administration.

Consequences

- Students will be responsible for accounts and/or computer hardware used to them. Non-compliance 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 as 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 Policy:

The school's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. The purpose of the policy is to facilitate access to district technology and to create a safe environment in which to use that technology. The district's Acceptable Use Policy is based on board policy EHB and procedures EHB-AP (1), EHB-AP (2).

Technology Acceptable Use Agreement

Student signature of Agreement: 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 Chilhowee R-IV 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, inappropriate 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 and that internet use on my district computer may be monitored. I hereby agree to comply with the above-described conditions of acceptable use.

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 Chilhowee R-IV School District to filter or restrict access to all inappropriate materials. I will not hold the Chilhowee R-IV School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

I hereby give my permission and approve the issuance of an electronic account for my child.

PARENT/GUARDIAN:

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 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 Chilhowee R-IV School District to filter or restrict access to all inappropriate materials. I will not hold the Chilhowee R-IV School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

Student's Printed Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Chilhowee R-IV School District

Chromebook Insurance Protection Enrollment Form

Student's Name: _____ School Year: _____

Chromebook Insurance Protection against breakage and damage is available and highly recommended, but not mandatory. **If you choose not to purchase insurance and the Chromebook is damaged you are responsible for all repairs and/or replacement.**

Insurance Coverage:

The district understands that an electronic device can be broken. In an effort to contain costs, we have instituted an insurance policy to assist parents with repair and replacement. Families are required to participate in the insurance program in order for their student to take the Chromebook home. If a student participates in the insurance program all 4 years in HS, the student is able to keep the Chromebook upon graduating.

Costs:

Annual premium: \$25.00 (non-refundable)

Deductible: 1st incident \$50.00, 2nd incident: \$50.00, 3rd incident: 100% cost to repair.

Coverage:

The following items will be covered under the policy

- Accidental damage
- Fire, Flood or natural disaster
- Theft (excluding listed items) the theft must be reported to the police and the police report submitted to school.

The following items are not covered under the policy

- Loss
- Intentional Damage
- Theft that occurs when Chromebook is not properly secured
 - Left in an unlocked area or vehicle
 - Left in an unsecured book bag

Replacement:

The cost to replace a Chromebook that is lost or damaged through misuse or negligence and, therefore, not covered by the Insurance Policy will be based upon the cost to purchase a replacement through the district technology provider (June 2021 is \$301.32). Charging cord is based upon cost to replace through online retail purchase.

A family will not have to pay more than \$50.00 annually for the premium. The insurance is good for one school year (including summer school) and is not carried over from year to year. Intentional damage voids all insurance claims.

Enrollment Options:

Please mark the appropriate enrollment.

OPTION 1: Enroll _____ Amount Received _____

OPTION 2: NOT Enroll _____ I acknowledge that I have read, understand, and agree to all terms outlined on this form.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____