

**RANDOLPH CENTRAL SCHOOL CORPORATION**  
**STUDENT CHROMEBOOK USAGE GUIDELINES**

*Adopted – 2018*

**1.0 GENERAL INFORMATION**

The policies, procedures, and information within this document apply to all student Chromebooks used at the Randolph Central School Corporation, including any other device considered by the Administration to come under this policy. Teachers may set additional reasonable requirements for use in their classroom.

**1.1 Receiving your Chromebook**

Chromebooks will be distributed during the first week of school. Parents and students must sign and return the Technology Acceptable Usage Agreement, Chromebook Student Pledge, and Chromebook Protection Plan documents before the Chromebook can be issued to their child.

**1.2 Returning your Chromebook**

Chromebooks with accessories will be returned back to the School Corporation during the final week of each school year. If a student transfers out of the Randolph Central School Corporation during the school year, the Chromebook will be returned at that time. Students who withdraw, are suspended are expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school Chromebook with accessories on the date of suspension, expulsion, or termination unless he/she has permission to use the device for homebound instruction or suspension school.

Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the Corporation's Chromebook Protection Plan and must return the computer and accessories to the technology office in satisfactory condition. The student will be charged a fee for a lost, damaged, or stolen Chromebook charger.

**2.0 CARE OF THE CHROMEBOOK**

The Chromebook is school property, and all students will follow this policy and the Randolph Central School Corporation Acceptable Use Policy for this technology. Students are responsible for the general care of the Chromebook they have been issued by the corporation. Chromebooks that malfunction or are damaged must be taken to the media center. The school corporation will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, or neglect will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally. Chromebooks that are stolen must be reported immediately to the school

**2.1 General Precautions**

- Only use a soft, dry cloth or anti-static cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are affixed by the Randolph Central School Corporation.
- Chromebooks must never be left in a locker, unlocked car or any unsupervised area.
- **Chromebooks should never be left in an extremely cold or hot environment.**

**2.2 Chromebooks Care**

- Chromebooks must be in the case provided by Randolph Central or an approved protective case.
- Care should be taken if backpacks that hold other objects (such as folders and textbooks) are used to transport Chromebooks to avoid placing too much pressure and weight on Chromebook screens.
- Be careful not to "bump" the Chromebook against lockers, walls, car doors, etc, or drop on the floor.
- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

**3.0 USING YOUR CHROMEBOOK AT SCHOOL**

**3.1 Chromebooks Left at Home**

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebooks at school.

### **3.2 Chromebooks Undergoing Repair**

If you have purchased the school offered protection, a loaner Chromebook will be issued to students when they leave their Chromebooks for repair in the technology office. There may be a delay in getting a Chromebook should the school not have enough to loan. Students without school-offered protection will have a longer waiting period while Chromebooks are repaired.

### **3.3 Screen Savers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

### **3.4 Sound, Music, Games, or Programs**

Sound must be muted at all times unless earbuds are used or is necessary for a classroom activity. All software, Apps, and music must be school appropriate and follow all regulations in the student handbook. Data Storage will be through apps on the Chromebook and email to a server location. **NOTE: Only one earbud may be used at any one time. Students must be able to hear instructions or directions at all times.**

### **3.6 Home Internet Access**

Students are allowed to set up wireless networks on their Chromebooks. Printing at home would require a specific make/model printer at this time, proper settings on the Chromebook, and the correct app. Home wireless Internet access is not required by Randolph Central School Corporation. All student devices will have off-site filtering installed and cannot be bypassed intentionally, or the user will be subject to disciplinary action.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Chromebook/Home Directory**

Students may save work directly on the Chromebook, but it is suggested that they use cloud storage. If they save work directly on the Chromebook, it is recommended that students have a method of backing up their information personally, in the Cloud. They may also use their existing Google Drive for cloud storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure, not backing it up, or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Randolph Central School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Corporation will not be responsible for lost or missing data.

## **5.0 SOFTWARE ON CHROMEBOOKS**

### **5.1 Originally Installed Software**

The software/Apps originally installed by Randolph Central School Corporation must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or added apps that are not school-appropriate as defined by the student handbook, acceptable usage policy, and all applicable laws.

### **5.2 Additional Software**

Randolph Central School Corporation will provide access to synchronize the Chromebooks so that they contain the necessary apps. All items contained on the Chromebook must be school appropriate and follow all school guidelines whether personal or not. Students must remember the Chromebook is the property of Randolph Central School Corporation.

### **5.3 Inspection**

Students **must** provide their Chromebook for inspection at any time as requested by a teacher, administrator or tech staff.

## **6.0 ACCEPTABLE USE**

## 6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

## 6.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

## 6.3 School Responsibilities

- Provide Internet and Email access to its students for school purposes.
- Provide Internet blocking of inappropriate materials to the degree possible.
- Provide network data storage areas. These will be treated similar to school lockers. Randolph Central School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Randolph Central School Corporation owned equipment and to investigate any inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

## 6.4 Students' Responsibilities:

- ***Chromebook batteries must be charged and ready for school each day.***
- Using Chromebooks/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the Randolph Central School Corporation Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students' own negligence, errors, or omissions. Use of any information obtained via Randolph Central School Corporation's designated Internet System is at your own risk. Randolph Central School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Randolph Central School Corporation protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is instructed to immediately notify the technology department or an administrator.
- Returning their Chromebook to the School Corporation at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school Chromebook computer on the date of termination.

## 6.5. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites selling term papers, book reports, and other forms of student work
- Messaging services and chat rooms (i.e.: MSN Messenger, iMessage, Facetime, ICQ, etc.) without prior staff permission
- Internet/Computer Games against corporation policy
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading non-school appropriate apps
- Sharing passwords or gaining unauthorized access to another person's password
- Sharing apps and programs which were specifically purchased for only one person
- Spamming-Sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data

- Posing as school personnel or *as another student* to any technical support or related department in order to gain access to corporation restricted material or devices
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Randolph Central School Corporation's web filter through a web proxy
- Un-enrolling or refusing to enroll in the corporation approved mobile device management system
- Other activities deemed inappropriate by Randolph Central School Corporation.

### **6.7 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to Randolph Central School Corporation's Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **6.8 Student Discipline**

The discipline procedure in the Winchester Community High School Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the Chromebook device. Depending on the seriousness of the offense students may lose Chromebook and/or network privileges as well as being held for detention, suspension, or expulsion in extreme cases.

## **7.0 PROTECTING & STORING YOUR CHROMEBOOK COMPUTER**

When students are not using their Chromebooks, they should be in the student's possession or in a locked locker. Nothing should be placed on top of the Chromebook, when stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle while at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage in the WCHS library.

## **8.0 LOST OR STOLEN**

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable by Google, Inc. This means that the device is deactivated and will no longer function.