



USD 480 1:1 Chromebook Student Handbook

Procedures and Information for Students, Staff, and Parents 2019-2020

The purpose of the USD 480 Board of Education's 1:1 Chromebook Initiative is to create a collaborative learning environment for all learners. It is the expectation of the Board that district staff and community members will all play a role in the development of these effective and high quality educational experiences.

In furtherance of this goal, USD 480 is supplying all high school students/staff and middle school students/staff with a Chromebook personal computing device. The Chromebook will allow student access to educational applications, web-based tools, and many other useful sites. The Chromebook is an educational tool not intended for gaming, social networking, or high-end computing, and all users will be expected to follow the District's Acceptable Use Policy as well as other state and federal laws, Board Policies, and Administrative Code of Conduct.

This document provides students/staff with information about the general use of technology, ownership of the Chromebooks, rights and responsibilities for possession of the device, care of the Chromebook, its educational use, and good digital citizenship. Additionally, the last page is a Chromebook Agreement form that students must complete before the student will be issued a Chromebook.

SECONDARY STUDENT CODE OF CONDUCT

Students are to conduct themselves in a responsible manner at school and school activities.

The following guidelines will assist in representing oneself responsibly and respectfully:

1. Be friendly and courteous to others.
2. Recognize the rights of others and show proper respect for other people and other people's property.
3. Refrain from running, scuffling, and general horseplay in the building. This behaviour has a way of leading to unforeseen and regretful incidents.
4. Refrain from public displays of affection
5. Refrain from using foul language.
6. Maintaining USD 480 facilities in a neat and clean manner shows great respect for our school and all that it offers. Do not write on walls, lockers, furniture, etc.
7. Use trash receptacles and refrain from littering.
8. The teacher is the recognized authority presence within the classroom. Abide by his/her classroom policies and expectations.
9. Keeping to the right when passing through the halls will assist in keeping the flow of human traffic continuous and manageable. Refrain from loitering, congregating, or impeding the normal movement of pedestrian traffic as it may result in unnecessary frustration and confrontations.
10. Food and beverages (with the exception of water) are normally relegated to the commons area and/or cafeteria. It is not to be in lockers, classrooms, the auditorium, or other areas, unless deemed reasonable.

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USE AND OWNERSHIP

What is a Chromebook?

A Chromebook is a personal computing device that runs Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself.

Ownership of the Chromebook

USD 480 retains ownership of the Chromebook device, despite Students being issued a Chromebook for the duration of the school year.

Receiving the Chromebook

Every Student will have the opportunity to be issued a Chromebook, power adaptor, bag, and microfiber rag. Prior to receiving a Chromebook, every Student and his/her Parents/Guardians are required to read and sign the USD 480 Chromebook Loan Agreement. Students cannot receive their Chromebook until all past technology fees and/or fines have been paid in full, along with a minimum deposit of \$5 for the current year's Technology Fee.

Checking In/Out Chromebooks

Students whose Parents/Guardians opt out of taking the Chromebook home will have the opportunity to check a Chromebook out for use during the school day. Daily Check In/Out Chromebooks are expected to be returned by the end of the school day and will be locked if they are not returned. Disciplinary action may also be taken.

Chromebooks will not be available for Check In/Out if the Student has any outstanding Chromebook fines or fees or if the USD 480 Chromebook Loan Agreement has not been signed.

Returning the Chromebook

Chromebooks, along with all peripherals and accessories, will be collected at the end of each school year. Any Student who transfers, withdraws, or graduates before the end of the school year is expected to return his/her Chromebook, peripherals, and accessories upon termination of enrollment with USD 480.

Failure to turn in a Chromebook, peripherals, and accessories will result in the Student being charged the full replacement cost per item missing. Additionally, a report of stolen property with the local law enforcement agency may be filed by the district. Any unpaid fines or fees may be turned over to a collection agency.

Leaving the District

Students who are transferring, graduating early, or have their enrollment with USD 480 terminated for any other reason are expected to adhere to the following procedure to return their Chromebook:

- Chromebooks and peripherals are to be turned in to the Building 1:1 Chromebook Technician prior to the Student's last day of enrollment with USD 480.
 - If there are any missing items or damages, the Student is responsible for the full replacement cost per item.
- If this procedure is not followed, the Student may be responsible for the full replacement cost of the Chromebook and peripherals. Costs are outlined in the **Damages, Repairs, and Warranties** section of this Handbook.
- A receipt of return will be issued to the Student signed by the Building 1:1 Chromebook Technician and a copy will be kept for the Technology Department's records.

EDUCATIONAL USE

School-issued Chromebooks should be used for educational purposes only. Students are to adhere to the Acceptable Use Policy and all of its corresponding Administrative Code of Conduct at all times.

Using the Chromebook at School

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, Students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are expected to bring a fully charged Chromebook to school every day and to each class unless specifically advised not to do so by their teacher. Students who fail to bring the Chromebook to school are responsible for getting the coursework completed as if the Chromebook were present.

Account Access

Students will be provided with a USD 480 Google Account to use to log into the Chromebook and related Google Services such as Gmail, Google Drive, and Google Docs. Students must never share their Google account password with others, unless needed by Building Administration to address time-sensitive issues.

Chromebook OS, Apps, and Extensions

- Games not meant for educational purposes are not to be used on the 1:1 Device during school hours.
- Apps and Games used during school hours and at home will be monitored.
- All apps and extensions must be appropriate for school use.
- The software originally installed on the Chromebook, including Chrome OS, apps, and extensions must remain on the Chromebook in usable condition.
- USD 480 may add additional apps and extensions at any time. Additionally, Chrome OS updates are pushed out automatically.
- Any additional app or extension requests (either for one or many Chromebooks) will have to be approved by the Building Administration.

Managing and Saving Your Digital Work

The majority of Student work will be stored in Internet/cloud-based applications such as Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored on the Chromebook's internal storage, however Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different cloud storage solutions. The district is not responsible for the loss of any Student work.

Any documents or creations produced with USD 480 technology are the intellectual property of USD 480.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA) and E-Rate. All Chromebooks, regardless of physical location and Internet connection, will have Internet activity monitored. Even with the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy, except those specifically provided by law, with respect to any usage of their Chromebook; regardless of whether that use is for school-related or personal purposes. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of Chromebooks at any time and for any reason.

By using the Chromebook, Students agree to such access, monitoring, and recording of their use.

Rights and Responsibilities

Use of district technology is a privilege and not a right. Everything done on any district-owned computer, network, or electronic communication device may be monitored by system administration. Inappropriate use of district technology will result in the associated disciplinary action as identified in the Student Handbook, the 1:1 Chromebook Handbook, District Administrative Code of Conduct, or Board Policies.

Student Responsibilities

- The Student will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- When in the classroom, the Student is expected to use the Chromebook for educational purposes only.
- The Student will not lend the Chromebooks to any friends or siblings; it will stay in his/her possession or locked in his/her locker at all times.
- The Student will not load inappropriate apps or extensions onto the Chromebooks.
- The Student will make any extension or app requests through Building Administration.
- The Student will not install peer-to-peer file sharing programs.
- The Student will not remove programs or files from the Chromebook.
- The Student will follow all Board Policies and Administrative Code of Conduct when using the Chromebook both at and away from school.
- The Student will not give personal information when using the Internet.
- The Student will not attempt to repair the Chromebook.
- The Student will not take the device to an outside computer service for any repair or maintenance.
- The Student will report damage or needed repairs immediately.
- The Student will recharge the Chromebook each night.
- The Student will bring the Chromebook to school every day.
- The Student will submit to a Chromebook audit when requested.

Parent Responsibilities

- The Parent/Guardian will supervise his/her child's use of the Chromebook at home.
- The Parent/Guardian will supervise his/her child's use of the Internet.
- The Parent/Guardian will not attempt to repair the Chromebook.
- The Parent/Guardian will not take the device to an outside computer service for any repair or maintenance.
- The Parent/Guardian will report any problems with the Chromebook immediately to the school.
- The Parent/Guardian will not load or delete any software from the Chromebook.
- The Parent/Guardian will make sure his/her child recharges the Chromebook battery nightly.
- The Parent/Guardian will make sure his/her child brings the Chromebook to school every day.

Probationary Chromebook Status

The consequences of violations of the Acceptable Use Policy or any other provisions included in the 1:1 Chromebook Student Handbook are handled by the Technology Department and Building Administration.

DIGITAL CITIZENSHIP: ACCEPTABLE AND ETHICAL USE POLICY

Student Conduct

While working in a digital and collaborative environment, Students should always conduct themselves as good digital citizens by adhering to the following:

1. *Respect Yourself:* I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. *Protect Yourself:* I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. *Respect Others:* I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. *Protect Others:* I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. *Respect Intellectual Property:* I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Inappropriate Use

All Students are expected to abide by the board's Acceptable Use Policy, District Administrative Code of Conduct, and board policies. The following is a non-exclusive list of conduct prohibited while using district technology.

1. Using, creating, accessing, uploading, downloading, retaining, or distributing defamatory, obscene, profane, sexually-explicit, pornographic, threatening, or illegal content or materials.

2. Violating any federal, state, or local law or administrative regulation or failing to follow any other policies or guidelines established by the district or building administrators or supervisors.

3. Violating copyright or otherwise transmitting or using the intellectual property of another individual or organization without permission, specifically including, but not limited to, the unlawful downloading of music, movies, computer software, or pictures.

4. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses.
5. Intentionally wasting limited resources, including, but not limited to, storage of excessive amounts of personal electronic mail, movies, music, and picture files on district computers or servers.
6. Using district technology to create or access personal electronic mail accounts to engage in conduct that would violate any district policy.
7. Using the district's network or computers for commercial purposes for any personal financial gain, including, but not limited to, selling items and maintenance of a personal or business website or electronic mail accounts.
8. Harassing, bullying, insulting, or attacking others.
9. Accessing or transmitting electronic mail or other electronic files containing inappropriate and/or offensive material that is aimed at members of any protected class (examples would include jokes targeted at person(s) based upon gender, race, ethnicity, disability, etc.).
10. Using district technology to distribute messages to large groups of people for non-district purposes, including, but not limited to, "everyone emails", "mass emails", "global emails", and "spam", unless expressly approved by the Superintendent.
11. Gaining unauthorized access to the files or other informational resource of other persons or entities without permission, whether stored on or off the district's network.
12. Using other's passwords.
13. Invading the privacy of individuals and/or revealing personal information online about any other district staff or student.
14. Installing equipment on or making modifications to district technology, such as altering the setup of computers (e.g. desktops, icons, wallpapers, screensavers, or installed software).
15. Utilizing proxy sites or other means to circumvent the district's filter and/or other security measures.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Building's 1:1 Chromebook Technician as soon as possible. The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance. The full procedure for broken or malfunctioning Chromebooks can be found in the **Damages, Repairs, and Warranties** section of this Handbook.

Under no circumstances should the Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen.

General Precautions

- The Chromebook is school property and all users will follow this handbook and the USD 480 Acceptable Use Policy.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- No food or drink is allowed next to the Chromebook while in use.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard.
- Never transport the Chromebook with the power cord plugged in.
- Never store the Chromebook in the carrying case or backpack while plugged in.
- Never carry the Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks and bags must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in an unlocked locker, car, or any unsupervised area.
- Chromebooks must never be shoved into a locker or wedged in a book bag as this may break the screen.
- Do not stack any books, heavy materials, etc. on top of the Chromebook.
- Chromebooks must never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Never lift the Chromebook by the screen.
- Chromebooks should always be carried in the provided carrying bag.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure (from either the front and the back side of the screen), heat, and light.

- Do not lean or put pressure on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen's surface.
- 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 get kicked or stepped on.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc.
- Clean the screen with a clean microfiber cloth. Do **not** use window cleaner or any type of liquid or water on the Chromebook.

Lost/Stolen and Found

Lost/Stolen Chromebooks:

- Report to Building's 1:1 Chromebook Technician.
 - Once reported the missing Chromebook will be locked.
- If the Chromebook is not found within two weeks of being reported missing, the full replacement cost will be billed to Student's account.
 - There will be no option to borrow a Chromebook on a day to day basis unless the full replacement cost of the Chromebook has been paid.
- If the Chromebook is found within the two week time frame, return the Chromebook to the Building 1:1 Chromebook Technician to be unlocked.
- In the case of theft, vandalism, or other criminal acts, Administration and the Technology Director need to be informed immediately. A police report **MUST** be filed with the local police department. Any student who makes a false report will be subject to disciplinary action.

Found Chromebooks

- Unattended Chromebooks are to be returned to the Building 1:1 Chromebook Technician immediately.

DAMAGES, REPAIRS, AND WARRANTIES

All Chromebook problems must be reported to the Building 1:1 Chromebook Technician. The district will repair or replace damaged equipment resulting from normal use. The district will make its best attempt to purchase replacement parts at the best possible price.

Repair/Replacement Policies

<i>First Incident</i>	<i>Covered by District.</i>
<i>Second Incident</i>	<i>Will be evaluated. Parents/Guardians will be notified of the extent of the damage and cost to repair.</i>
<i>Third Incident</i>	<i>*Full Replacement Cost</i>
<i>Defective Chromebook</i>	<i>Should be reported immediately. Covered by District</i>
<i>Lost or Stolen Chromebooks</i>	<i>*Full Replacement Cost</i>
<i>Chromebook Damaged Beyond Repair</i>	<i>*Full Replacement Cost</i>

Replacement Cost of Device and Accessories

Chromebook	\$350
AC Adaptor & Power Cord	\$45
Carrying Case	\$25
Microfiber Cloth	\$5
Full Replacement Cost	\$425

Repair Procedure

- All broken or damaged Chromebooks should be taken to the Building 1:1 Chromebook Technician immediately.
- If the Chromebook cannot be repaired on site, the Student will receive a replacement Chromebook to keep the rest of the school year and the broken Chromebook will be sent in for repairs.

***Full Replacement cost subject to change**

Repair Costs for Malicious or Neglectful Damages and Loss

- The district will charge for the entire repair or replacement cost of the Chromebook and/or peripherals if damage or loss occurs due to the Student's or Parent's/Guardian's intentional acts or as the result of negligence in handling the device.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, "hacking" or creating, loading, or sharing malicious software, scripts, or code.
- In the case of theft, vandalism, or other criminal acts, Building Administration and the Technology Director need to be informed immediately. A police report **MUST** be filed with the local police department. Any student who makes a false report will be subject to disciplinary action.

Technology Fee

A \$35 non-refundable Technology Fee is required to be paid yearly. A \$5 minimum deposit must be paid prior to the Student receiving a Chromebook. The technology fee will cover accidental damage or loss due to an act of nature. The technology fee will **NOT** cover loss or theft of a Chromebook or its accessories.

STUDENT CHROMEBOOK TERMS AND CONDITIONS

1. Your child has been loaned a Chromebook mobile device to improve and personalize his/her education this year. It is essential that the USD 480 Acceptable Use Policy, Administrative Procedures and Board Policies be followed to ensure the safe, efficient and ethical operation of the district's device.
2. One Chromebook, power adapter, carrying bag, and microfiber cloth are being loaned to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
3. In order for your child to use the Chromebook in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition there is an annual technology fee, payable to USD 480.
4. The equipment is, and at all times, remains the property of USD 480 and is lent to the Student.
5. Students may not deface or destroy this property in any way. The equipment will be returned to the school when requested by the District, or sooner, if the Student withdraws from the District prior to the end of the school year.
6. The District property may be used by Students only for non-commercial educational purposes, in accordance with the District's Acceptable Use Policy, Administrative Procedures and Board Policies, as well as local, state and federal statutes and regulations.
7. One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which is has been assigned. The Student agrees to make no attempt to change or allow others to change the privileges and capabilities of this user account and also agrees to make no attempt to add, delete, access or modify another user's account.
8. The District network is provided for the academic use of all Students and Staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.
9. Identification and inventory labels have been placed on Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, the Student must contact the Building 1:1 Chromebook Technician for replacements. Additional stickers, labels, tags or markings are not to be added to the Chromebook and bag.
10. A Gmail account is available for each Student to use for appropriate academic communication with other Students and Staff members.

Parent Responsibilities and Terms shall include, but are not limited to:

- Will read the USD 480 1:1 Chromebook Student Handbook and discuss it with my child.
- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the Chromebook at home.
- Will encourage my child to charge the Chromebook nightly so he/she can begin each school day with a fully charged battery.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will not attempt to repair the Chromebook.
- Will report any problems/damages to the Chromebook to the area designated by Building Administration.
- Will report loss/theft of the Chromebook to school administration within 24 hours.
- Will not attempt to change the configuration of the Chromebook software or hardware.
- Will not remove any apps or certificates on the Chromebook except for personal apps belonging to my child. All apps and activity will be monitored by system administration.
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration or faculty to inspect and examine the device, apps and content at any time.
- Will agree to make sure that the Chromebook and all related accessories are returned to the school when requested and upon son/daughter's withdrawal from USD 480.

Student Responsibilities and Terms shall include, but are not limited to:

- Will read the USD 480 1:1 Chromebook Student Handbook and discuss it with my parent/guardian.
- Will read the Acceptable Use Policy and discuss it my parent/guardian.
- Will adhere to the terms of the USD 480 Acceptable Use Policy and district guidelines each time the Chromebook is used at home or school.
- Will recharge the Chromebook nightly so I can begin each school day with a fully charged battery.
- Will bring the Chromebook each day to school and store it safely in my carrying bag when not using it for a class.
- Will make the Chromebook available for inspection by system administration upon request.
- Will use appropriate language in all digital communications.
- Will abide by copyright laws.
- Will not attempt to use another student or staff assigned hardware, subscriptions, logins, files or personal information.
- Will not give personal information, such as name, address, photo or other identifying information online to parties that I am not familiar with.
- Will report loss/theft of the Chromebook to the school administration within 24 hours.
- Will not use the Chromebook to record (audio or visual) without permission.
- Will not attempt to change the configuration or settings of the Chromebook's management certificates.
- Will not attempt to repair, alter or make additions to the Chromebook.
- Will report immediately all damages or problems with Chromebook to designated area.
- Will not remove or attempt to remove identification tags on the Chromebook and bag or deface with stickers, marking pens, etc.

**2019-2020 STUDENT CHROMEBOOK
LOAN AGREEMENT**

I have read and agree to the conditions listed above. I have also received a copy of the 1:1 Chromebook Student Handbook and have read, understand and agree to abide by its terms and all other USD 480 Board of Education Policies and administrative regulations.

(Parent/Guardian) Please initial the statement below which is applicable.

_____ **I DO** grant my student permission to use the District's 1:1 Device outside of school.

_____ **I DO NOT** grant my student permission to use the District's 1:1 Device outside of school.

My student will check out his/her 1:1 Device each day from a designated area and return the 1:1 Device at the end of each school day.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

**2019-2020 STAFF CHROMEBOOK
LOAN AGREEMENT**

I have read and agree to the conditions listed above. I have also received a copy of the 1:1 Chromebook Student Handbook and have read, understand and agree to abide by its terms and all other USD 480 Board of Education Policies and administrative regulations.

Staff Name (Please Print): _____

Staff Signature: _____ Date: _____