The Star City School District participates in a 1:1 technology initiative. All students in grades 6-12 will be issued a school-owned Chromebook. All parents/guardians and students will be required to abide by the rules set forth in the technology handbook. A "Chromebook Use" permission form with parent/guardian and student signatures will be required before taking possession of a school-owned device. Star City School District uses technology and the Chromebook to deliver instruction and student assignments within coursework. **Parents/Guardians and students should understand that using such devices for academic endeavors is an expectation of students enrolled at Star City Middle/High School. As students enrolled at Star City Middle/High School, students are expected to use Chromebooks for academic applications and other educational endeavors.**

**Academic instruction and the delivery of class assignments will only be provided in alternative methods when determined appropriate by school administration, or when necessary based on an individual student’s needs.**

**DAMAGE, FEES, AND INVENTORY CONTROL**

Before the start of the school year, school technology services will inspect and repair all school-owned Chromebooks to properly functioning capacity. Upon checkout of the Chromebooks, parents/guardians/students will validate the proper functioning of the Chromebook issued to the student.

Star City Public Schools requires a nonrefundable yearly fee of $25 per student for the possession and use of school-owned devices. The fee of $25 is required to be paid before the school will issue students a Chromebook device. The fee does not cover against a lost, stolen, severely damaged, or otherwise irreparable Chromebook due to negligence or abuse. The required fee helps to cover normal repair issues due to normal “wear and tear” associated with daily use of the device as deemed by the superintendent or his designee. Normal “wear and tear” will be deemed by the superintendent or his designee. A temporary replacement Chromebook will be issued, if available, while repairs are being made.

If it is determined by the school that a complete replacement of a Chromebook is required due to severe damage, neglect caused by extreme usage, or abuse as determined by the school, the parent/guardian is required to pay the entire cost to replace the Chromebook. Some examples of severe damage, neglect or abuse are if a Chromebook is lost, stolen, dropped, damaged by water, food, or drink, screen broken from main unit. As of July, 2018 an estimated replacement cost for a chromebook in Star City Schools is $250.00

Students/Parents/Guardians/Teachers are not authorized to attempt repairs themselves or to contract with any other individual or business for the repair of the Chromebook. Students agree to bring any Chromebooks that is damaged or not working properly to the library. Intentional damage to the Chromebooks is considered vandalism. In this case, full repair or replacement cost of the Chromebook will be charged to the parents/guardians, and further disciplinary action may be taken. The $25 fee does not cover damage caused by removing the battery or opening the device in an attempt to repair the device.
Chromebooks are checked out in the same fashion as a library book using scanned barcodes according to Chromebook serial number, battery serial number, and power adapter serial number. The student is responsible for all equipment checked out in his/her name. Therefore, students are not to exchange Chromebooks, batteries, or power adapters. At the conclusion of each school year, students will be required to turn in the Chromebook to school officials. Notebooks-Mobile Devices will be inspected by the media specialists at this time. Students will be expected to check in the same serial numbered equipment as originally checked out unless replacement equipment has been issued by the technology department.

Required Chromebook Device Fee

A yearly nonrefundable, onetime device fee of $25.00 must be paid before a student may take possession of a school issued Chromebook. In the event the Chromebook must be replaced, the parents/guardians/student will be responsible for paying an additional $25 device fee for the issuing of the additional Chromebook (this is in addition to paying the entire cost of the Chromebook device). Each Chromebook will be issued a charger. Students assume the responsibility for the charger as well as the Chromebook. The cost of the charger will not be covered by the device fee. In the event the charger is lost, stolen, or broken; the student is responsible for replacing the charger. These can be purchased in the media center.

If a student and/or family has difficulty paying the device fee, the family must contact the Star City Middle/High School administration in order to discuss the unique situation and set up a payment plan.

Chromebook Repair and Replacement Fees/Costs

When it is determined by school technology services or school administration that a Chromebook is in need of replacement parts/components or repairs due to negligence or abusive use of the device to keep the device operating properly, the parents/guardians/student will be charged the cost of supplies/materials needed to replace the non functioning component (i.e. screen, keyboard, touchpad assembly, replace charger, etc.) or repair the Chromebook to normal operating capacity.

Star City Schools reserves the right to charge families the cost of repairs for each separate incident in which a student’s school issued Chromebook requires replacement parts or repairs. If it is determined by school technology services and/or school administration that a complete replacement of a Chromebook is required due to damage caused by negligence, abuse, or extreme usage as determined by the school, the parent/guardian/student is required to pay the entire cost to replace the Chromebook.

Damaged, Lost, or Stolen Devices

In the event a Chromebook is thought to have been lost, stolen, or vandalized, the parents/guardians and/or student must report the incident to school administration (Principal or Assistant Principal) by the next school day following the incident. In the case of theft, vandalism or other criminal acts, a police report MUST be filed by the student or parent/guardian within 48 hours of the occurrence and a copy of the police report must be brought to the school by the next school day. Parents/Guardians and students are reminded that the act of filing a false police report is a felony.

The parents/guardians of the student with the lost, stolen, or destroyed (vandalized) Chromebook may be required to pay the entire cost to replace the Chromebook.
**Student Promise**

Students will comply at all times with the Star City School District Technology Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession immediately and the District may repossess the school owned property.

**Title**

Legal title to the property is the Star City School District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student.

- **Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Chromebook/ Device Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.
- **Term of Agreement:** Your privilege to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.
- **Appropriation:** Your failure to timely return the property and the continued use of it for non school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

**Educational Purposes Only:**

The school district is providing access to its Chromebook networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

**Unacceptable Uses of Network:**

Among the uses that are considered unacceptable and which constitute a violation of this policy include but are not limited to the following:

- Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district’s student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into thenetworks or notebook of others; and download or transmit confidential, trade secret information, or copyrighted materials. The user should assume that all materials are protected unless there is explicit, written permission on the materials to use them. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions which may include loss of technology privileges.

- Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other Chromebooks, networks, or information systems.
● Uses that jeopardize the security of student and staff access and of the Chromebook network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a Chromebook failure and will interfere with your ability to complete class work and may affect your grades.

● Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

● Uses for non educational purposes. Do not use for gaming, social media, or any other non educational purposes.

Cyber Bullying:
Cyberbullying is when one or more people intentionally harm, harass, embarrass, intimidate, or reject another person using technology. This includes but is not limited to the following:

● Sending mean or threatening messages via social media, email, IM (instant messaging), or text messages.

● Spreading rumors about others through social media, email, IM, or text messages.

● Creating a website or social networking account that targets another student or other person(s).

● Sharing fake or embarrassing photos/videos of someone with others via a cell phone or the web.

● Stealing another person’s login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Star City Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose Chromebook privileges and these actions may result in further disciplinary action including suspension or expulsion from school. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Arkansas and/or federal law.

Internet Safety
In order for the school district to ensure the continued accessibility of its Chromebook network and the internet, all students and staff must take responsibility for appropriate and lawful use of this access.

There are many sites on the internet that can be potentially dangerous to minors. These sites are blocked with the District content filter while students are logged on to the District network, but may be unprotected outside of school. Students are in violation of district policy if they access these sites through other means. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting acceptable use of technology. Parents should monitor student home internet access. To find more information about internet safety, go to www.isafe.org.
No Expectation of Privacy
Network and internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Chromebook network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy
The user’s use of the school network and internet is a privilege, not a right. A user who violates this policy may have his or her access to the network and internet terminated. A user violates this policy by their action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the Chromebook network and internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification
The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user’s use of its network or the internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of his or her access to its Chromebook and the internet, whether that use is on a school network or on another computer outside the school district’s network.

Updates
Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

INTERNET FILTERING REGULATION
Star City Schools utilizes internet filtering techniques and protective hardware for internet filtering and internet usage reporting while the student is at school. However, please keep in mind the internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to
preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be "Internet smart;"
- Using recognized internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material; Using "Acceptable Use Agreements;"
- Using behavior management practices for which internet access privileges can be earned or lost; And
- Appropriate supervision, either in person and/or electronically.

The placement of filters on district devices is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools. Filters may be utilized with district schools to (1) block preselected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a preselected list of approved sites.

GENERAL USE AND CARE OF THE CHROMEBOOKS
- Students are expected to treat their Chromebook with care and respect.
- The Chromebook should be kept clean and free of marks at all times. No stickers, writing, drawing, engraving, decorations or otherwise defacing the Chromebook, power cords, battery, or otherwise defacing the school property will be allowed and will result in loss of privileges.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should be protected from the weather, water or other liquid, food, and pets.
- Heavy objects should never be placed or stacked on top of the Chromebooks (this includes books, musical instruments, sports equipment, etc.).
- Students should not use their Chromebook while walking. Always use Chromebooks on a stable surface.
- Students are responsible for saving and backing up their data to their school provided Google Drive. Star City Public Schools will not be held responsible for lost data.
- The Chromebook should never be left unsupervised. Students and parents/guardians are responsible if a Chromebook is stolen.
- The Chromebook and battery are subject to inspection at any time without notice.

CHROMEBOOK USE AT SCHOOL/HOME
- Students should never swap or share their Chromebook with another student.
- Passwords should be kept confidential, and students should not allow others to use their Chromebook.
- Students are responsible for bringing Chromebooks, fully charged, to school each day. Failure to have your assigned device in class is the same as not having your assigned textbook or homework. Students will be responsible for completing all work at home when they fail to complete it at school due to not having their device. If a student continually leaves his/her device at home, disciplinary action may be taken.
- Students will not be allowed to take their Chromebook home without their parent/guardians signing the Acceptable Use Contract.
- Students who leave the district must return their Chromebook to the district before leaving or they will be charged replacement costs.
- Chromebooks not returned will be reported to Star City Police Department as stolen and charges may be filed.
SCHS expects that students and families will apply common sense to the care and maintenance of district provided 1:1 technology. In order to keep the devices secure and damage free, please follow these additional guidelines

- You are responsible for the device, charger, cords, school owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by picking the device up by the screen, dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

Participation to take the school issued Chromebook home is optional. There will be a designated location in the school building for the student to turn their Chromebook in at the end of each day. The Chromebook will be secured and will charge overnight for the next day’s use. The student will pick up their Chromebook at the same (or other) designated location in the morning before school begins. Any damage incurred during the school day will be the full responsibility of the student.

SCMS expects that students and families will apply common sense to the care and maintenance of district provided 1:1 technology. In order to keep the devices secure and damage free, please follow these additional guidelines

- Students at SCMS will keep their device on school property. After proper training in the care and transport of the device, students may be provided the opportunity to take the device home.
- You are responsible for the device, charger, cords, school owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by picking the device up by the screen, dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.
COMPUTER DAMAGES
If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student’s family is responsible for paying repair costs according to the repair costs determined by Star City Schools up to the full cost of a replacement device.

Star City School District reserves the right to charge the parents/guardian and/or student the full cost for repair or replacement when damage occurs due to negligence or abuse as determined by the school administration. **Examples of negligence and/or abuse include, but are not limited to:**

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using equipment in an unsafe manner (not using the Chromebook case for protection).
- Ignoring common sense guidelines delineated above.

As a result of a violation of Star City Chromebook policy, one or more of the following disciplinary actions may be taken at the administrator’s discretion:

- Removal of Chromebook
- Parent contact
- Loss of Chromebook rights
- In school suspension
- Out of school suspension
- Notification of outside authority/police (charges filed if appropriate)
- Expulsion
STAR CITY SCHOOL DISTRICT
School Issued Chromebook Use Agreement

All students enrolled at Star City Middle/High School and their parents/guardians are required to read and sign this agreement regarding the possession and use of school issued Chromebooks within the Star City School District. Parents/Guardians and students acknowledge having been made aware of the rules, policies, regulations, guidelines, and requirements before having signed this form.

- The student takes full responsibility for a school issued Chromebook or personal device and keeps it with him or herself at all times. The school is not responsible for the security of devices.
- A student that allows someone other than himself/herself to use his/her school issued Chromebook assumes all responsibility in the event the device is lost, stolen, or damaged. This includes paying for repairs to or replacement of the Chromebook device issued to the student by the school.
- There is a nonrefundable, one time yearly nonrefundable fee of $25.00 for the school issued Chromebook.
- If the Chromebook issued to a student is lost, stolen, damaged beyond repair (vandalized), or if there is a total loss of the device caused by negligence, abuse, or extreme usage as determined by the school, the parents/guardians/student are required to pay the entire cost of the total replacement of the Chromebook device that was issued to the student.
- Violations of any board policies, administrative procedures, or school rules involving a personal owned or school issued device may result in the loss of use of the device in school and/or disciplinary action.
- The student may not use the devices to record, transmit, or post photos or video of a person or persons on campus without the express permission of a teacher.
- The student shall not attempt to repair a school owned device or remove the battery.
- Cyberbullying will not be permitted in any form. If cyberbullying occurs, school disciplinary policy will be followed.
- Students should not have any expectation of privacy. The school reserves the right to inspect all devices and their contents at any time, per board policy.

________________________________________________________________________________

Please Print:

Student _________________________________   Parent/Guardian_____________________________

I understand and will abide by the technology handbook policies and guidelines. I further understand that any violation of these policies may result in the loss of network and/or device privileges as well as other disciplinary action.

_____________________________________                              _______________________________
Student’s Signature                                                                 Date
As a parent/guardian, I understand that my child will be responsible for abiding by the technology handbook policies and guidelines. I have read and discussed this handbook with her/him and we understand the responsibility incumbent in the use and care of the Chromebook devices.

______________________________  _______________________
Parent/Guardian Signature        Date