

# James A. Garfield Local Schools



## 1:1 Student Handbook



**Communication**



**Collaboration**



**Critical Thinking**



**Creativity**

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## I. Vision of Digitally Literate Learners

James A. Garfield uses 21st Century teaching and learning environments to prepare College and Career Ready students for their future by engaging them through collaboration, creativity, critical thinking, and communication. Empowered learners' transition from consumers of information to creative producers, expanding resources in a blended classroom environment. The role of the teacher is constantly evolving to meet the needs of students in our ever-changing world. With teachers as leaders, facilitators, mentors, and partners, our students are preparing to live and work as responsible citizens and lifelong learners in a global society. Partnerships between school, home, and community provide support and equitable access to a variety of high quality resources and technical tools. Communication between stakeholders is essential to develop and continuously refine the 1:1 vision.

## II. Goals

- Aligning with the Ohio Learning Standards
- Empowering students by creating an equal opportunity for all learners in a technology saturated world
- Improving students' ability to self-assess and set learning goals
- Engaging all students in authentic real-world activities and projects
- Allowing student access to current information
- Preparing students for the real world of college and the workplace
- Increasing enthusiasm due to the ability to use digital tools
- Extending learning opportunities beyond the classroom and the school day
- Reducing the need for textbooks and worksheets
- Promoting collaboration, creativity and communication between students, teachers, parents, and the extended local and global community
- Sustaining our community with a culture of lifelong learning

We hope that you will share in your son's or daughter's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

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### **III. Terms of Device Loan**

#### **Issuing of Devices**

All students in grades 7-12 enrolled at James A. Garfield will be issued a device and all accompanying accessories for use with the device.

Students and parents must attend the Parent/Student Orientation before receiving a device prior to the 7th grade year, subsequent years administration will review chromebook guidelines with students during student meetings. Parents must sign off on the computer loan agreement and pay the Insurance fee prior to the student receiving the chromebook.

The device will be assigned to an individual student and the serial number will be recorded. Devices will be collected prior to the end of each school year and the same device will be reissued each fall unless circumstances require issuing a different device. The device remains the property of James A. Garfield Local Schools and must be returned to the school district if the student is no longer enrolled.

#### **Parent/Student Orientation**

Parents will be informed of the purposes and advantages of mobile technology; how to best support their child in safe and focused uses; and how to protect the Device. Parents will be given information on methods of obtaining safe access to the Internet both at home and in the community.

#### **Conditions of Loan**

James A. Garfield Local Schools will lend a device to all students enrolled in the district upon compliance with the following:

- Attendance by parent at James A. Garfield Parent/Student Orientation for all 7th graders and new students to the district.
- Student Acceptable Use Policy of Technology and Internet Safety Agreement (AUP) signed by the student and parent each year
- Parent Device Agreement signed by the parent and Student Device Agreement signed by student and parent each year
- Payment of the annual, non-refundable **\$23 Insurance/Maintenance Fee** or by signing the waiver form.

The Student/Borrower will pay annually a Non-Refundable Annual Insurance/Maintenance fee of \$23.00 or sign the waiver form before taking possession of property. Once possession of the device has been taken, refunds are not allowed. The Student shall return all Equipment itemized below in good operating condition to the Middle School Office of the school if the student is not enrolled in the current school year, at the end of the semester, or specific school session. The school may require the student to return the Device at any time and for any reason. The district may declare Student/Borrower in default and repossess the Device for any reason. Failure to return and/or continue to use the Device for non-school purposes may be considered unlawful use of district property and/or theft. If the Device is not returned upon request, the parent/student shall be charged the full replacement value of the Device.

Possession and use is limited to and conditioned upon full and complete compliance with this Handbook and the Agreement.

The Device must be on the School's premises when requested or required. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Device, the Device must be secured in a locked locker or other secure, approved location.

Seniors must clear all records and pay all fees associated with the Device before participation in graduation.

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### **IV. Hardware and Software Issued**

#### **Hardware**

- Device: HP Chromebook 11
- Device Power Cord (Replacement Cost to Student - \$16)
- Protective Case (Replacement cost to student \$23)

Devices run on Chrome OS and are Wi-Fi capable.

James A. Garfield staff will ensure that students with an Individualized Education Program (IEP) have access to an appropriate technology device for the purpose of meeting the educational goals stated in the student's IEP. James A. Garfield Local Schools will provide any additional technology accessories needed to allow the student to receive educational benefit from this device.

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### **V. Device Care Guidelines**

#### **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 Middle School Office as soon as possible so that they can be taken care of properly. James A. Garfield Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except in a secure location.

- Please be aware that overloading the backpack or case will damage the device. Take precaution when placing the backpack or case on a flat surface.
- Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the device. **DO NOT** keep food or food wrappers in the device bag.
- Take extreme caution with the screen. **Do not pick up the device by the screen.** The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the device by the screen or placing your finger directly on the screen with any force. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument. **DO NOT place pencils/pens, ear buds, or other materials on top of keyboard.** Be careful not to leave pencils, pens or papers on the keyboard when closing the screen. If you close your device on materials, the screen will be damaged.
- Dimming the LCD brightness of your screen will extend the battery run time.
- Never attempt repair or reconfigure the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Nor should you remove any screws; doing so will render the warranty void. Take care when inserting cords, cables and other removable storage devices to avoid damage to the device ports.
- Do not leave the device in visible sight in a vehicle. Do not leave the device in a vehicle for extended periods of time or overnight. Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.

- A label has been applied to your computer for ID purposes. Please do not place additional stickers/items on the computer. Remember the devices are the property of James A. Garfield Local Schools
- Keep your device away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- Always disconnect the device from the power outlet before cleaning.
- Clean the screen and touch pad with lint-free, anti-static cloth. Never clean the screen with glass cleaner.
- Wash hands frequently when using the device.
- Never sit on the device.

### **Carrying the device**

- All device and components are to be carried in the school-provided device carrying cases at all times.
- Devices should not be removed from case for any reason as the case is designed to be on while device is in use.
- Always close the lid before moving or carrying the device.
- Carefully unplug all cords, accessories, and peripherals before moving the device or placing it into the case or the case into another bag.
- Do not overload the device carrying case since this is likely to cause damage to the device. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the device carrying case.

### **Security**

- Do not leave devices unattended in unsupervised areas. Secure your device in your locker before going to a class in an unsecured area.
- Unsupervised or abandoned devices will be confiscated by staff.
- Avoid using the device in areas where damage or theft is likely.
- When students are not using the devices, devices should be stored in their secured lockers
- Students are expected to maintain the security of the device at all times including after-school activities.
- Each device has identifying labels including the serial number and assigned student name. Students must not modify or destroy these labels.

### **Loaning Equipment/Device to Others**

- Students may not lend devices or device components to others for any reason. This includes other family members as well as other students. Parents/legal guardians may use the devices to assist their student who is assigned the device with homework and school assignments.

### **Power Management**

- It is the student's responsibility to recharge the device at home so it is fully charged at the beginning of each school day. Power outlets **will not** be accessible in classrooms for recharging.
- Uncharged devices or failure to bring the device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- Be careful not to cause a tripping hazard when plugging in the device.
- Protect the device by using a surge protector whenever possible.

### **Conserving Battery Power**

- Dimming the brightness of the screen will extend battery runtime
- For prolonged periods of inactivity, shut down the device.

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### **VI. Device Management**

#### **Student Storage/Saving Files**

In addition to Google Drive, students may backup to external devices, such as a thumb drive, external hard drive or other “cloud” storage on the web.

#### **Music, Games, or Programs**

The Acceptable Use Policy of Technology and Internet Safety Agreement states that students are expected to comply with ethical-use guidelines and abide by federal copyright laws.

#### **Screensavers/Wallpapers**

If students choose to modify the standard wallpaper or screensaver, it must adhere to the standards and policies of James A. Garfield Local Schools and the our Student Code of Conduct.

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### **VII. Email and Internet Use**

#### **Email and other Digital Communications Accounts**

Students are provided an email account by the school. Email correspondence will be used for educational purposes only. Electronic communication will be monitored. Digital communications etiquette is expected by all students using all communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

#### **Internet Use**

As required by the Children’s Internet Protection Act (CIPA), an internet filter is maintained by the district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. James A. Garfield Local Schools cannot guarantee that access to all inappropriate sites will be blocked. **No filter is as reliable as adult supervision!** Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet. James A. Garfield Local Schools will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

#### **Internet Safety**

As a part of James A. Garfield curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying in compliance with Ohio law.

To maintain a safe online atmosphere, students shall adhere to the following rules:

- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else’s email or open their files or folders.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Observe all copyright laws; do not claim authorship of work copied from a web site or from any

other source; accurately cite sources of information.

- Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in you are responsible. Keep your password a secret!
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a “code name” that does not identify you personally to online viewers/organizations you do not know
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

### **Off-campus Internet Use**

James A. Garfield Local Schools will not serve as a home Internet service provider. However, the district will provide Internet filtering for the devices while connecting to the Internet at school. It is the responsibility of the parent or guardian to monitor student device use, especially Internet access, in the home.

James A. Garfield Local District is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. No guarantee is implied.

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## **VIII. Monitoring Device Usage**

### **Monitoring and Supervision**

James A. Garfield Local Schools engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation and web site selection. James A. Garfield Schools are required by law to filter internet access to protect students from inappropriate content while at school. School district personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety measures and use the resources to access appropriate educational resources.

James A. Garfield Local Schools does not recommend that students use devices in an unsupervised or isolated setting while off campus. James A. Garfield Local Schools recommends students use devices in plain view of parents, guardians, or other family members.

Students will provide access to the device and any accessories assigned to them upon request by the school or district. District staff has the ability to remotely monitor student computer use.

### **Privacy**

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned device or network. James A. Garfield Local Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via James A. Garfield Local Schools' equipment, including any students' Device. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, computers, or other equipment.

School-system personnel may conduct an individual search of the device, files and communications. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

**Passwords**

Students should log in only under their assigned username and password. Students may not share their passwords with other students.

**Copyright Compliance**

All students are expected to adhere to federal copyright laws. The following guidelines will help students be in compliance:

- “Copyright” is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
- Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
- Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
- Even an innocent, unintentional infringement violates the law.

**Social Networking**

Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid posting personal information online; will understand that postings are permanent; and will exercise mature and responsible conduct at all times while online, both on and off campus. Off campus conduct that violates district policy or Student Code of Conduct may result in the student being disciplined if it is determined the student used a school device in connection with the misconduct or if the misconduct impacts the orderly and efficient operation of the school or the safety of the school environment.

**Device Inspections**

Students may be randomly selected to provide the device for inspection. Students with damaged devices who fail to report the damage will be subject to additional fines and disciplinary action.

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**IX. Student Responsibilities**

Students are responsible at all times for the devices, whether at school or off campus. The student assigned the device is responsible for all use of the device. Unsupervised devices will be confiscated by staff and taken to the Middle School Office. Students will need to check with the Media Specialist to get their device back. Disciplinary action may be taken for repeat offenders.

Students are required to bring the device to school each day with a fully-charged battery. Students must bring the device to all classes, unless specifically instructed not to do so by their teacher. A device left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving devices at home will be required to complete assignments using alternate means determined by the teacher. Students may be given the use of a loaner device if he or she leaves the device at home; however, there are a limited number of times you will be able to check out a loaner device. Disciplinary action may be taken for students who repeatedly leave a device at home.

Users are responsible for their actions and activities involving school-owned computers, networks and internet services, and for their files, passwords, and accounts on school-owned equipment and devices. Students must ask for assistance if they do not know how to operate technology that is required in a class. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a



teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a device at home is a privilege. If students do not adhere to James A. Garfield Local Schools' Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student Device Handbook, the privilege to use the device at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of device use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

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### **X. Unacceptable Behavior**

In addition to any other district policy, unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright violations
- Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus, including sites that contain pornography or are otherwise vulgar or lewd
- Downloading inappropriate materials, viruses, or software
- Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass device or network security
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator
- Using the device or network for financial gain or advertising
- Vandalizing or tampering with the Device, files, software, system performance, or other network equipment
- Attempting to repair, remove or install computer hardware or software
- Opening the computer to access internal parts
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages
- Subscribing to mailing lists, mass emails, games, or other services that cause network congestion
- Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware
- Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others
- Invading the privacy of others
- Using another person's username or password, or allowing another to access your account using your username or password
- Pretending to be someone else when sending or receiving messages
- Forwarding or distributing inappropriate email messages
- Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content
- Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism
- Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students
- Assisting, observing, or joining any unauthorized activity using the device, network, or Internet
- Accessing or attempting to access Internet sites not approved by district/teacher including non-educational chat rooms, instant messaging, or social networking sites and including MySpace, Facebook and other sites that could expose students to harm or distract from

- engagement in academic and school-related pursuits
- Attempting to disable or circumvent James A. Garfield Local Schools' Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted
- Falsifying permission or identification information
- Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses
- Knowingly placing a virus on a device or network (additionally, legal charges may be filed)
- Writing, drawing, painting, defacing, or placing stickers or labels on school-owned devices or device accessories, or causing other intentional damage
- Attempting to alter data or the configuration of a device or the files of another user
- Accessing or attempting to access the district's secured wired or wireless network with any device that is not property of James A. Garfield Local Schools.
- Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action
- Cyber-bullying in any form is unacceptable. Students will not engage in any cyber- bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of digital media. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement.
- Students will comply at all times with Board policies, the Student Code of Conduct, the Responsible Use of Technology and Internet Safety Agreement, and this device Handbook.

### **Consequences**

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the device, or other devices or services. The student will also be subject to disciplinary action as set out in the Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance. James A. Garfield Local Schools cooperates fully with local, state, and federal law enforcement for computer crimes recognized under Ohio General Statutes.

**\*NOTE: The principal has the discretion to permanently confiscate the device from the student at any time.**

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## **XI. Technical Support and Help Desk**

Technical support is only available during school hours from 7:45am-3:15pm and is located in the Middle School Office. If a student has a technical problem at home, he or she should document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software/app being used when the problem occurred. With teacher permission, the student should report the problem to the help desk during operating hours. All repairs will be performed or managed by school-district personnel. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer Device. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software support/maintenance and repairs
- User account support
- Operating system and software support
- Updates
- Warranty repairs
- Basic troubleshooting
- Insurance/Maintenance Claims ([see Insurance/Maintenance Fees, and Damages](#))
- Loaner Devices

### **Loaner Device Policy**

A student may be loaned a device in the following cases:

- student forgot device at home
- student did not charge their laptop the previous night
- student's device is turned in for repair

In the event that a student needs a device on loan, they will be required to do the following:

- pick up the device before the start of school each day (in the event of the first two cases above)
- return device each day before leaving campus and before the Help Desk closes for the day (3:15 pm)
- exchange a personal device (cell phone) for the duration of the loan (in the event of the first two cases above)

A student is allowed to checkout a loaner device 2 times in a quarter (if loaner is issued due to repair, this does not apply).

Please note: Responsible use and care guidelines apply to loaner devices. If a loaner device is damaged while in the possession of a student, that student's insurance will be used to fix the device.

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## **XII. Insurance/Maintenance Fee and Coverage**

### **Hardware Warranty**

Manufacturer's Warranty will cover a manufactured defect and mechanical failure of the device.

### **Yearly Insurance/Maintenance Fee**

The Student/Borrower will pay annually a Non-Refundable Annual Insurance/Maintenance fee of **\$23.00** or sign the waiver form before taking possession of property. Once possession of the device has been taken, refunds are not allowed.

Insurance/Maintenance claims will need to be made with the Middle School Office. See below for procedure for reporting damages and theft below.

A yearly Insurance/Maintenance fee of \$23 covers:

- **Accidental Damage** (drops/spills)
- Theft - Police report must be filed.
- Vandalism
- Fire
- Flood
- Power Surge by Lightning
- Natural Disasters

Fee does NOT cover

- Lost power cord (\$16)

- Lost device (\$202)
- Malicious Damage

All Insurance/Maintenance claims require:

- \$0 deductible
- Proper reporting of all damages and theft (see below)
- Proper forms completed (available at Help Desk if needed)

Payment plans are available if needed. See a school administrator for further information regarding payment options. Parents may waive the Insurance/Maintenance Fee by signing the appropriate waiver form. If the Insurance/Maintenance Fee is waived the Parents/Student shall be held financially responsible for any damage to the device.

Students with 2 or more recorded instances of laptop damage will be required to check out their laptop from the Middle School Office each morning and return it before leaving campus and before the Middle School Office closes (3:15 pm). Future laptop privileges will be determined by the Administration.

If, in the determination of county Insurance/Maintenance officials, a student or parent is guilty of negligence regarding the loss or theft of the laptop, the Insurance/Maintenance coverage may not apply.

### **Reporting Damages and Theft**

At the time each student is issued a device, they will also receive a Device Identification Card with the serial number, model number, device identification number, and manufacturer of the laptop. This card should be kept secured to the bag at all times.

#### ***Damage:***

Incidents of damages must be reported to the Middle School Office either the day of the damage or, if the damage occurs off-campus, the next school day. Be prepared to provide the following information when reporting damage:

1. Laptop Serial Number and device identification number
2. Date of incident
3. Complete details of incident

When you report damage to the Middle School Office, they will assist with filling out the necessary forms for damage reports and Insurance/Maintenance claims.

#### ***Theft:***

Incidents of theft occurring off campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school principal in order for the Insurance/Maintenance claim to apply. Theft occurring on school grounds must be immediately reported to the designated school resource officer.

Be prepared to provide the following information when reporting a theft to the police and school:

1. Laptop Serial Number, Manufacturer and Model (if this information is not available contact the Middle School Office during school hours)
2. Date and address of theft
3. Complete details of theft

Additional info to be included when reporting to school:

4. Police File Number, Officer's Name and Police Agency Information

When you report theft to the Middle School Office and have the Police Report, they will assist with filling out the necessary forms theft and Insurance/Maintenance claim.

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

The district will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

### **Parent Liability**

The parent, guardian, or adult student will be responsible for compensating the school district for any losses, costs, or damages which are not covered by the warranty or the Insurance/Maintenance coverage, including the device's full replacement cost if the device is lost, stolen, or not otherwise covered by warranty or insurance. Students with damaged laptops who fail to report the damage may be subject to additional fines and disciplinary action.

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## **XIII. Parent Expectations**

- Remember that while the school system will provide Internet content filtering, **there is no substitute for parental supervision** when using a computer.
- Monitor student use of the device and Internet at home.
- Ensure your student understands and adheres to laptop and Internet policies and guidelines set forth in this 1:1 Student Handbook.
- Sign a copy of the James A. Garfield Computer Use/Loan Agreement at the end of this document.
- Reimburse the school district for any costs incurred or fines assessed due to intentional misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or Insurance/Maintenance, up to the full replacement cost of the laptop.
- Review with your student the James A. Garfield Local Schools' Technology Acceptable Use Policy, Internet Safety Agreement and this 1:1 Student Handbook.
- Assist your student who is assigned the Chromebook with homework and school assignments. The purpose of the 1:1 Laptop Initiative is to help students learn. Student use of the Chromebook for learning is an important priority of the 1:1 Initiative.
- Ensure the return of the Chromebook and all accessories at the end of the current school year or before the student withdraws from school

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## **XIV. Appendix**

### **James A. Garfield Student Computer Use/Loan Agreement Signature Form**

This Student Computer Use/Loan Agreement is made effective as of \_\_\_\_\_(date)  
between James A. Garfield Local Schools and its Student/Borrower,

Student Name \_\_\_\_\_ Class of \_\_\_\_\_

By signing below, the student and their parent/guardian agree to follow and accept:

- Responsible Use of Technology Agreement
- Chromebook Agreement
- This 1:1 Student Handbook (Chromebook Procedures and Information for Students and Parents)
- That James A. Garfield Schools owns the Chromebook, its accessories, software and issued peripherals and may search the device or its contents at any time
- If the student ceases to be enrolled in James A. Garfield, the student/parent/guardian will return the Chromebook in good working order or pay the full replacement cost of the device. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items is not returned, the student/parent/guardian must pay for the Chromebook charger and/or the Chromebook case.
- In no event shall James A. Garfield Local Schools be held liable to any claim of damage, negligence, or breach of duty.

One HP Chromebook, charger and bag are being loaned to the Student/Borrower and are in good working order.

It is Student/Borrower's responsibility to care for the Device and insure that it is kept in a safe environment. This Device is, and at all time remains, the property of James A. Garfield Local Schools, and is herewith loaned to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way, i.e.: stickers, decals, modification, etc. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this computer.

The School property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the James A. Garfield Local School's 1:1 Student Handbook, as well as, local, state, and federal statutes.

The James A. Garfield Local School's network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

James A. Garfield Local Schools do not provide warranties of any kind for the service it is providing. James A. Garfield Local schools are not responsible for any damages the student/borrower may suffer while using the Internet or the Device. This includes loss of data resulting from service interruptions. James A. Garfield Local Schools does not guarantee or endorse the accuracy or quality of information obtained via the Internet. Electronic information available to student/borrower does not imply endorsement of the content by the school.

The Student and/or Parent/Guardian agree upon signing that this is a non-transferable contract.

The District shall not be responsible for injuries, damages, penalties, or losses, including legal fees and costs, incurred by the Student and/or Parent/Guardian or other persons due to installation of software, transporting the Device, or any other use described in the Agreement or Handbook. The District shall not be made responsible for any unlawful use or security of data transmitted. The Student and Parent/Guardian agree to hold harmless and indemnify the District for any and all injuries, damages, and loss incurred or related to the use of this Device due to the intentional or negligent acts of student or others. This indemnification shall survive this agreement.

The Student and Parent/Guardian hereby agree to the policies and regulations listed herein and in the James A. Garfield Local Schools' 1:1 Laptop Handbook and the James A. Garfield Local Schools' Computer Use/Loan Agreement, which are incorporated by reference, as they may be amended from time to time. The Student and Parent/Guardian further agree to abide by state and federal laws, including, but not limited to, laws of libel, privacy, copyright, trademark, gambling, obscenity, and pornography.

**Insurance Option (Select one)**

- ☐ I elect to purchase insurance on my Chromebook for **\$23**
- ☐ I elect to decline the **\$23** insurance this year. By declining I accept responsibility for the replacement cost of **\$202** for my Chromebook should it be damaged, lost or stolen.

Print Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

- ☐ Cash
- ☐ Check Number \_\_\_\_\_