

Valley Falls Schools: Grades PK-12 Chromebook Policy, Procedures, and Information

INTRODUCTION:

The intent of a 1 to 1 Chromebook initiative is to provide a common device for all teachers and students to utilize for the enhancement of teaching and learning for the students of the Valley Falls School District. Over time our students will be afforded changes in instructional practices across the curriculum. The Chromebook will also allow students to have more opportunities to learn away from the classroom setting by having the information pipeline at their fingertips. These policies and procedures include expectations, responsibilities, and direction of student use of Chromebooks as a tool to enhance teaching and learning.

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1. Receiving your Chromebook & Check-In

1.1 Receiving your Chromebook

Chromebooks will be distributed each school year following building established guidelines.

Parents and students must sign and return the Student Pledge documents before the Chromebook can be issued to the student. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents to ensure the success of this program.

1.2 Chromebook Check-in

Chromebooks and accessories will be returned during the final week of school so Chromebooks can be updated and checked for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 338 for any reason must return their individual school-issued Chromebook on the date of termination.

1.3 Failure to Check-In Consequences

If a student fails to return the Chromebook at the end of the school year or upon the termination of enrollment with USD 338, that student will be subject to criminal prosecution or civil liability.

The student/parent will also pay the replacement cost of the Chromebook and any accessories. Failure to return the Chromebook will result in a theft report being filed with the local law enforcement department. In the instances where a student only has agreed to the use of the Chromebook during the school day, failure to check in the Chromebook at the end of each day would constitute a theft report being filed with the local law enforcement.

2. Taking Care of your Chromebook

Students are responsible for the general care of the Chromebook that has been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the office for an evaluation of the equipment.

2.1 General Precautions

The Chromebook is school property and all users will follow this policy and the USD 338 Valley Falls acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleaners of any type.
- Cords and cables must remain free of any writing, drawing, stickers, or labels that are not the property of the Valley Falls School District.
- Chromebooks must never be left in an unsupervised area including an unlocked locker, unlocked car, or any place that is not secure.
- Students are responsible to ensure their Chromebook battery is charged for school each day.
- Students must keep their Chromebook in the protective case, provided by the school, at all times. (see 3.4 personal identification of a Chromebook)

2.2 Carrying Chromebooks

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks must always be within the school issued protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid too much pressure and weight on the Chromebook itself.

3. Using your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

If a student should leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student fails to bring their Chromebook to school for 3 consecutive days, (with the exception of excused absences) the Chromebook will be considered stolen and reported to law enforcement.

3.2 Chromebook Undergoing Repair Loaner Chromebook

Loaner Chromebooks, if available, may be issued to students whose device is being repaired on the first occurrence. Subsequent occurrences of the need for repair could limit the use of the Chromebook by the student to a school setting.

3.3 Charging the Chromebook

Chromebooks must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students being required to “check out” their Chromebook daily for a designated period of time assigned by the building administrator. Students would not have 24/7 access to their Chromebook. The Chromebook will remain at school in the evenings and weekends for charging purposes.

3.4 Chromebook identification Wallpapers/Background photos

Inappropriate media may not be used as a screensaver or background photo. Pictures of guns or weapons, pornographic materials, inappropriate language, drug, tobacco, and gang-related symbols or pictures will result in disciplinary actions as designated by USD 338 administration and school board.

3.5 Sound, Music, Games, or Programs

Each student will have a school issued Google account.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the Chromebook and can be used at the discretion of the teacher. **Earbuds/headphones should be used in the classroom based upon individual teacher approval.** (Earbuds and headphones are personal devices provided by the student, USD 338 will not issue earbuds or headphones).

The use of Internet games, personal music/video streaming and video chat during school is not allowed on the Chromebooks. Only district provided software and apps will be used on the Chromebook..

3.6 Syncing and Printing at School

Syncing will be completed through the school issued Google account via the cloud only. Students are responsible for managing their syncs according to all policies. Limited printing will be available with approval by the teacher.

3.7 Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their Chromebooks. This will be necessary to use web-based services outside the school setting. Printing at home will require a wireless printer, proper settings on the Chromebook, and a compatible printer.

3.8 Personal Access

Students are allowed to keep personal pictures, videos, and music on the Chromebook as long as it follows USD 338 policy. If space on the device becomes a problem student's personal music, photos, etc. will be removed from the device to provide additional space. Priority to the district purchased or required software and information takes priority over student's personal materials. It is suggested students backup their personal material as the district does not guarantee or restore any personal material on the Chromebook.

3.9 Chromebooks and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not Chromebooks are allowed to be on buses or at particular events.

4. Managing your Files and Saving your Work

4.1 Saving to the Chromebook/Home Directory

Students are expected to utilize Google Drive online or offline to save documents. It is recommended that students save to the cloud or email documents to themselves for storage. Limited storage space will be available on the Chromebook – but it will NOT be backed up in case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Software/Apps on Chromebooks

5.1 Originally Installed Software/Apps

Originally installed apps by USD 338 must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add additional apps and software. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps, installed inappropriate material or altered the operation system (also known as jailbreaking the device). Students are not to remove any district installed software, app, profiles, restrictions or tamper in any manner with the device profiles. Students are not permitted to share any passwords with other-students. Failure to adhere to this rule will result in a suspension of the use of the district Chromebook and other disciplinary action.

5.2 Additional Software/Apps

Other software or apps may be added by the school or the student throughout the school year. Some apps will be free and others may have a cost. Those apps required by the district will be paid for by the district.

5.3 Inspection

Students will provide their assigned Chromebook for inspection at any time requested by any school official. Chromebook use and contents will also be monitored remotely. The school reserves the right to inspect ALL content on the district owned Chromebooks. All content must meet district guidelines as stated in the Acceptable Use Policy.

5.4 Procedure for re-loading Software Apps

If technical difficulties occur, once fixed, the Chromebook will be synced with Google drive. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or re-image.

5.5 Software/App upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates.

5.6 Technology Support

Technology support for Chromebooks will be available during the normal business day at USD 338 during normal hours of operations. After hours support will not be available.

6. Acceptable Use

The use of the Valley Falls School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 338 School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the USD 338 School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Valley Falls District Student handbook and acceptable use stipulations shall be applied to student infractions. Any repair to district-owned Chromebooks is restricted to district authorized technicians. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

6.1 Parent/Guardian Responsibilities

Parents are asked to talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Student Chromebook 24/7 access opt-out is a parent consideration. In order to do so, submit the Opt-Out Form to the school principal stating the reason why the parent is choosing to opt out of the 24/7 access for their child. The student is still responsible for meeting the course requirements. The student will be required to check in the Chromebook at the end of each day. (see 1.3)

*Students will have access to their device during the school year 24/7. Obviously, parents will establish ground rules for Chromebook use outside of the school day. USD 338 will restrict, within reason, legally purchased content.

6.2 School Responsibilities

The school will provide:

- Internet access to students on campus.
- Access through the internet to a school-issued email account.
- Internet filtering software.
- Valley Falls School District reserves the right to review, monitor, and restrict information stored on or transmitted via Valley Falls School District owned equipment and to investigate inappropriate use of resources.
- Staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.
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6.3 Student Responsibilities

Students will:

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules and district policy concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the student’s own negligence, errors or omission. The use of any information obtained via Valley Falls School District’s designated internet system is at your own risk. Valley Falls School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help the Valley Falls School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their Chromebook after they are done working in order to protect their work and information.
- Report any email containing inappropriate or abusive language or questionable subject matter.
- Return their Chromebook to the designated location at the end of each school year or on the date when attendance is terminated for any reason.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms sites selling term papers, book reports, and other forms of student work.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- The use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through social media..
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card frauds, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Valley Falls School District web filter.
- Uninstalling or altering apps and operating systems installed by USD 338 is prohibited. (i.e. jailbreak the device)

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

- NO LABELS should be placed on the Chromebook or case.
- Chromebook cases furnished by the school district must be used unless otherwise approved by the school authorities.
 - School cases should be returned with only normal wear and no alterations to avoid paying a replacement fee.

Chromebooks that malfunction or are damaged must be reported to the school office. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student/parent.

Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally or be responsible for the full replacement cost. Payment is expected at the time of the repair. A Chromebook will not go home with the student until the repair is paid in full.

Chromebooks that are stolen or lost must be reported immediately to an administrator and the school resource officer, or local law enforcement.

Chromebook batteries must be fully charged and ready for school each day.

6.6 Legal Propriety

- The student will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of USD 338 student conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, and text.
- Violation of applicable state or federal laws could result in criminal prosecution and/or disciplinary action by the district.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy, Valley Falls Student Handbooks, or BOE District Policy.

- The student will lose the privilege of having the device 24/7 by checking-in/checking-out their Chromebooks from the designated location daily.
- Required to attend an Chromebook policy refresher class.

- Loss of individual Chromebook.
- Disciplinary/legal action as deemed appropriate.

7. Protecting and Storing the Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on the serial numbers and USD 338 identification number.

7.2 Storing the Chromebook

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

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, fitness center, gym, hallways or any location off school property that the student is not in direct contact of the device outside of their home. Any Chromebook left in these areas is in danger of being stolen or damaged. When a Chromebook is found unattended and brought to the office, a student will be charged a \$5.00 retrieval fee. Repeated lack of supervision on the part of the student may limit the student's use of the device.

8. Repairing or Replacing your Chromebook/Cost of Repairs

*All repairs and replacements of school-issued Chromebook must be handled through the district.

8.1 Protection Insurance

Parents will be responsible to pay **\$20** for USD 338 Chromebook insurance for up to one incident.

After this, parents or personal insurance may be expected to pay for repairs or replacement.

This policy covers:

-Accidental Damage (includes drops/cracked screens/liquid spills)

-Liquid Submersion

-Theft

-Fire/Flood Damage

- Vandalism
- Natural Disasters
- Power Surge Due To Lightning

Additional Information:

In cases of theft, vandalism, or criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of intentional damage, the student/parents are responsible for full payment. The School District Protection Plan DOES NOT cover intentional damage to the Chromebook.

8.2 Claims

All damage and maintenance requests must be reported and filed with the building office. In cases of theft, vandalism, and other criminal acts, a police report **must** be filed by the student or parent and a copy of the report provided to the principal's office.

8.3 Intentional Damage or Loss

Students/Parents will be held responsible for all repairs or replacements due to intentional damage to school-issued Chromebooks. The School District Protection Plan does not cover lost items such as protective cases, cables, and chargers. Students will be charged the actual replacement cost for cases, cables, and chargers.

8.4 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

9. School Rights

- USD 338's network, facilities, and/or technology devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 338. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) have the right to inspect any computer, mobile device, application, or peripheral device associated with any or all USD 338 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 338 technology.
- USD 338 reserves the right to define inappropriate use of technology.

Student Pledge for Chromebook Use

1. I will take proper care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will bring my Chromebook fully charged to school every day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the devices
7. I will not disassemble any part of my Chromebook or attempt any repairs or allow any person to do so.
8. I will not share my Chromebook pass codes with another student.
9. I will protect my Chromebook by keeping it in a protective case.
10. I will use my Chromebook in ways that are appropriate, meet USD 338 expectations and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number.
12. I understand that my Chromebook and all content is subject to inspection at any time without notice and remains the property of USD 338 Valley Falls School District.
13. I will follow the policies outlined in the Chromebook Handbook and the Use of Technology Acceptable Use Policy
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well report to the Valley Falls administration.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the district Chromebook and power cord in good working condition.
17. I will not utilize photos, videos, and/or audio recordings of myself or another person in an inappropriate manner.
18. I will not alter the operating systems or profiles on the Chromebook.

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information, the Acceptable Use Policy, Chromebook Protection Plan, and the Student Pledge for Chromebook Use.

Student Name (Please Print)

_____ Grade _____

Student Signature _____ Date _____

Parent/Guardian name

(Please Print) _____

Parent Guardian Signature _____ Date _____

Individual school Chromebooks, covers, and accessories must be returned to USD 338 at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment with USD 338 for any other reason must return their individual school Chromebook in proper working conditions upon termination.