



2020-2021

Chromebook 1:1 Handbook

Chromebook Use Overview

When signing the Student/Parent Responsible User Agreement, you are acknowledging that you understand and accept the information in this document.

Lead Academy students and families understand that:

1. All students in Grades K5-8 have the option to receive a school issued Google Chromebook as part of our 1:1 technology initiative.
2. Chromebooks and chargers are assigned by number to students. Students are responsible for the assigned items. In the event that the Chromebook or charger need to be replaced during the school year, students will be assigned a new number(s).
3. Each student who receives a school issued Chromebook must pay a \$30 Chromebook insurance fee which covers minor repairs and servicing.
4. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
5. Chromebooks are on loan to students and remain the property of Lead Academy.
6. Students are expected to keep Chromebooks in good condition. Failure to do so may result in charges for repair or replacement.
7. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
8. Students may not loan Chromebook components to other students. Students who do so are responsible for any loss of components.
9. All users of Lead Academy networks and equipment must comply at all times with Lead Academy board policies.
10. All users are accountable to all school, state, and federal laws.
11. All use of the Chromebook and network must support education.
12. Students and families must follow all guidelines set forth in this document and by Lead Academy staff.
13. All rules and guidelines are in effect before, during, and after school hours for all school computers whether on or off campus.
14. All files stored on school equipment or on the network are the property of the school and may be subject to review and monitoring.
15. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
16. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
17. All users are expected to follow copyright laws.
18. Students may only log in under their assigned Lead Academy username.
19. Any failure to comply may result in disciplinary action.
20. Lead Academy reserves the right to confiscate property at any time.

Parent/Guardian Responsibilities

Lead Academy makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of Chromebooks at school and at home. There are several responsibilities assumed by the parent/guardian. These responsibilities are outlined below.

1. Sign the Student/Parent Responsible Use Agreement.
2. Pay the \$30 Chromebook Insurance fee.
3. Accept Liability: The parent/guardian/student is responsible for the cost of repair or replacement at the date of loss if the property is:
 - Not returned
 - Intentionally damaged
 - Damaged because of negligence
 - Lost or stolen (must report to school and/or police immediately)
4. Monitor Student Use: The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions:

 - Develop a set of rules/expectations for Chromebook use at home.
 - Only allow Chromebook use in common rooms of the home and not in bedrooms.
 - Demonstrate a genuine interest in what your student is doing on the Chromebook. Ask questions and request that your student show you his/her work often.

Chromebook Rules and Guidelines

Electronic resource policy and responsible use procedures

General guidelines - All technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security reminders:

- Do not share logins or passwords
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

Activities that require teacher permission:

- Sending emails
- Instant messaging
- Using headphones in classrooms
- Downloading programs, music, games and videos
- Playing games

Inappropriate content - All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Chromebook Use, Care, and Classroom Routines

Care of Chromebook at home:

- Leave the Chromebook in a secure area when not in use.
- Protect from extreme heat or cold, food and drinks, small children, and pets.
- During in school learning, charge the Chromebook fully each night and bring it to school in your school issued case.

Classroom & Hallway Habits:

- Keep your Chromebook in the case and in your backpack at all times when not in use.
- Ensure that the Chromebook is sitting securely on the desktop.
- Never place your Chromebook on the floor.
- Close the lid of the Chromebook and zip the case closed before standing up.
- Never leave your Chromebook unattended unless you have a teacher's permission.
- Always use two hands to carry the Chromebook.
- Follow all directions given by the teacher.

Prohibited Actions:

- Putting stickers or additional markings on the Chromebook, charger, or case.
- Defacing the Chromebook in any way including removal of identifying number tags.
- Putting items other than the Chromebook in the Chromebook case.
- Chargers and power cords should never be put in the case along with the Chromebook.

Email Usage:

- Email usage is for educational purposes only.
- Do not forward jokes, chain emails, images, etc.
- No harassment or bullying.
- All email is property of Lead Academy.
- Email is monitored by Lead Academy administration.
- Only Lead Academy email accounts may be used on Chromebooks.

Replacement and Repair Costs

Devices will be replaced or repaired free of charge if the school administration determines the damage was done unintentionally or due to normal wear and tear. If we determine, however, that damage occurred due to negligence/not following the guidelines listed in this handbook, the costs to replace items are listed below:

- Chromebook: \$250
- Charger: \$20
- Case: \$10

Repair costs: (estimated costs)

- Screen: \$100
- Keyboard damages: \$80
- Bottom case: \$25
- Top case: \$45

If students need to report damage or problems with their device or accessories including resetting passwords, they should complete a Chromebook Repair Request form. These forms are located on Mrs. Espinosa's desk in the Administration Suite. During virtual school, please call the school office or email joannaespinosa@myleadacademy.com. A replacement will be provided upon receipt of the current assigned device. You will be asked to indicate the problems you are experiencing with the device at the time of the trade.

If more than two insurance claims have been filed, the student must pay an additional \$30 insurance fee before receiving a replacement Chromebook.

A replacement Chromebook will not be issued until payment has been received for damages or loss due to negligence or irresponsible usage.



Student/Parent Chromebook Responsible Use Agreement

Terms and Conditions of the Computing Device Agreement:

Student access to Chromebooks is one way that Lead Academy enhances learning opportunities for our students. Use of the Chromebook device is a privilege. Students who use a school issued Chromebook are expected to follow Lead Academy's policies, procedures, and practices listed in the Chromebook 1:1 Handbook.

Other than the \$30 Chromebook insurance fee, there is no cost to the student for the use of the Chromebook device. It is imperative that the device and accessories assigned to the student be maintained and handled in a responsible way. Intentional damages or damage due to negligence will require the student to pay handling fees, repair costs, or replacement costs. Costs of replacement and repair are listed in the Chromebook 1:1 Handbook. The Chromebook 1:1 Handbook can be accessed on our website, or a hard copy may be obtained in the front office.

\$30 Chromebook insurance fee should be paid when the device is issued. If you cannot pay the \$30 at the time of pickup, payment arrangements can be made in the front office to provide flexibility.

Parent/Guardian Name (Please print) _____

Parent/Guardian Signature _____

Student Name (Please Print) _____

Student Signature _____

By signing this form, you agree to the terms and conditions detailed in the Lead Academy Chromebook 1:1 Handbook. This form must be signed and returned to school in order for a student to take a Chromebook home.