



# Chattahoochee County Schools

## Parent/Student Chromebook Handbook

### Mission Statement

Our mission at Chattahoochee County School District is to prepare all students for college and career readiness as they grow to be productive contributors in society.

## CCSD Acceptable Use Policy for Technology and Internet (Policy IFBG)

### **Mobile Device Procedure**

Chattahoochee County School District supports the use of computers, the Internet, and other network devices in the instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. Student possession of personal electronic devices designed to communicate, create or store information is permitted by the district at the discretion of the teacher. Students who choose to connect to the district network agree to the requirements of the Computer/Network Acceptable Use Policy (IFBG) and should consider his/her personal devices subject to the same level of monitoring and access as any district-owned technology device. The district reserves the right to monitor Internet and network use of personal devices on all district networks.

Chattahoochee County School District does not require students to bring their personal devices into school. Those who do bring devices assume all risks of damage, theft, loss or misuse of such devices. The use of personal mobile devices is with the understanding that the student has the permission of his/her parent(s)/guardian(s) to bring the devices onto school property. The district holds no responsibility for damage or loss of personal devices.

Use of personal mobile devices that disrupt the instructional day or include possession, viewing, sending or sharing picture, video, or audio information which has sexual, violent or threatening content on school grounds, school buses or at school events is prohibited and will result in disciplinary action and/or confiscation of the personal device.

The district recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using district owned equipment or were connected to the district network. The district is not responsible for such content being accessed or posted.

### **Student Personal Devices Permitted**

- Laptops
- Chromebook
- Tablets (iPad, Kindle, Android)
- iPods/MP3 Players
- Cell Phones

### **Student Personal Devices Not Permitted**

- PSVita, Switch, and other gaming devices
- Bluetooth and other hands-free cell phone devices

### **CCSD Acceptable Uses of Student Devices**

#### *Classroom Use – all classroom use is at teacher discretion*

- Teacher directed activities
- Note taking
- Headphones/earbuds must be out of ears during class time unless use is permitted by teacher

#### *Non-Classroom Use*

- Permitted before and after school hours, and during lunch break.
- Headphones must be used for listening to music at a volume that cannot be heard by others
- Cell phones and other personal devices are to be silenced during school hours

### **CCSD Unacceptable Use of Student Personal Devices**

- At no time during school hours are phone calls to be made on any personal devices. In the event of an emergency, students are to make calls in the office
- The use of personal devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under the direct supervision of school personnel and is for internal school use only
- Sending text, image, sound, video or files for the purpose of cheating is prohibited
- Students may not answer or initiate personal device communication during instructional time

### **Other Important Information**

- There will be no printing from personal mobile devices
- Personal devices and School Issued Chromebooks must be charged prior to entering the school; if the battery runs out during the school day, the device must be put away
- School Issued Chromebooks must be kept in their case at all times.
- Personal mobile devices may not be plugged into district owned technology for projection or other purposes
- District staff will not attempt to fix personal mobile devices that stop working or do not work; if the student cannot connect or use the device by the start of the class period, it must be put away to avoid distractions.
- All personal mobile devices that are connected to the district network will automatically be scanned for anti-virus software and hacking tools before access will be granted
- For Chromebook or other school issued devices, repairs a ticket must be submitted via the Technology Request link on [www.chattco.org](http://www.chattco.org)
- Students will not be permitted to play web or other games on the district network; those who attempt to play such games will have their device locked out of the district network.
- Students who attempt to share pirated or illegally obtained software, music, videos or files with others will have their device locked out of the district network.
- “Always On” cases are the recommended cases for all school issued and personal owned devices.

### **Device Guidelines:**

- Chromebooks are educational tools and should be used in that capacity.
- Do not leave Chromebooks in automobiles. Doing so invites theft and exposes the Chromebooks to extreme temperatures.
- Chromebooks must remain in their case **at all times**.
- Chromebooks must come to school fully charged **every** day.
  
- Do not eat or drink near the Chromebooks.
- Chromebooks are to **stay in** the classroom during lunch.
- Do not rest pencils/pens or other items on the keyboard. Accidentally closing the Chromebook with items on the keyboard will damage the screen.
- Cyberbullying will not be tolerated.
- Students should not try to bypass the district filter in any way. This includes, but is not limited to, the use of proxy avoidance sites.

If you have any questions or concerns about the Chromebooks or the stipulations for being able to take the Chromebooks home, please contact your child's school.

### **Chromebook Usage Terms and Conditions**

Use of the assigned Chromebook is being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by CCSD.

- All participants must pay a mandatory, non-refundable Chromebook usage fee of \$30.00 payment per year or \$15 bi annually. If a user fails to pay fees according to the contract created, the Chromebook will be taken until fees are paid or caught up.
- The Chromebook is and will remain at all times the property of CCSD. The Chromebook is only on loan to the student for which it is assigned. CCSD may examine the Chromebook, or place additional restrictions on the student's use or possession of the Chromebook, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any CCSD teacher or administrator, the student or the student's parent/guardian will immediately surrender the Chromebook to that teacher or administrator.
- CCSD reserves the right to change the terms or conditions of the student's possession or use of the Chromebook, or to impose new restrictions on use or possession of the Chromebook, at any time.
- The student's possession and use of the Chromebook will be subject at all times, to the terms and conditions described in this document, as well as any additional rules, regulations, and restrictions (such as the CCSD Acceptable Use Policy) that may be imposed at any time by CCSD.
- The student's possession and use of the Chromebook will comply at all times, with all applicable state and federal laws and regulations.
- The student's possession and use of the Chromebook will be governed at all times, by all applicable policies and procedures of CCSD.
- Under no circumstances will the student use the Chromebook or permit the Chromebook to be used in furtherance of any crime, fraud, threat, defamation, plagiarism, copyright, patent, or trademark infringement, illegal downloading, theft of intellectual property,

gambling, accessing, viewing, or transmission of pornographic or violent images or content, illegal or unauthorized accessing or use of data, bullying or harassment (including cyber-bullying), malicious internet activities (including “hacking” of other computers or websites), advertising or commercial activities, abusive or insulting communications; or any unlawful activities of any kind.

- Under no circumstances will the student use the Chromebook, or permit the Chromebook to be used, to access any networks, websites, or online resources that have not been approved by CCSD.
- Because the Chromebook is school property and is intended only for approved educational uses, the student’s use of the Chromebook will be governed by this document and the rules, policies, and guidelines described in this document at all times and in all locations, both during and outside of instructional time.
- The student will not share the Chromebook with any other person unless expressly authorized to do so by a CCSD teacher or administrator. The student will not loan the Chromebook to any other person, including another CCSD student, without prior written authorization from the principal or his/her designee.
- Any violation of the terms or conditions set forth or referenced in this document may result in the possession or use of the Chromebook being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of CCSD.
- Any damage to the Chromebook will be grounds for CCSD to charge the student/parent the full cost of the replacement or repairs of the computer.
- The student’s use of the Chromebook is a privilege, not a right.
- Students will be provided an approved Chromebook case at the time that they are assigned the Chromebook

All participants must receive, read, agree, sign and adhere to all technology policy and procedure documentation to include:

CCSD AUP (Acceptable Use Policy)  
CCSD Chromebook Handbook  
CCSD Chromebook Agreement

Chattahoochee County Schools assumes no liability for any material accessed on the CCSD issued Chromebook. For more information regarding technology usage terms and conditions, please refer to the Chattahoochee County System Student and Parent Handbook

Students with recurrent Chromebook damages and issues may have their Chromebook taken, or denied issuance of a new Chromebook as deemed necessary by the principal or his/her designee.

**Inappropriate use of CCSD issued Chromebook includes, but is not limited to:**

- Using proxy sites
- Emailing or chatting during class (when not related to an assignment)

- Profanity
- Gaming
- Pornography (real life or cartoon). Pornography can be a felony offense and, if so, will be turned over to authorities. Examples include:
  - Possession
  - Manufacturing – using a camera to create pictures/movies
  - Distributing – sending/sharing with others
- Images of Weapons
- Gang related files
- Bootleg movies or music
- Logging into a Chromebook/application using someone else's login ● Cheating
- Using a Chromebook to plan a fight, cause harm or commit a crime
- Profanity or threats directed to any CCSD faculty or staff ● Threats and/or cyber bullying

See the Chattahoochee County System Acceptable Use Policy for a complete list of acceptable use regulations and policies.

## Loss, Theft, & Damage

The Chromebook is a valuable piece of property that is being made available to the student by CCSD for purposes of enhancing the student's education.

- The student is responsible for ensuring that the Chromebook is kept safe and secure at all times.
- Under no circumstances will the student leave the Chromebook unattended at any location.
- If the Chromebook is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to their teacher.
- The CCSD Technology department will determine all repairs/cost necessary for the issued Chromebook.
- CCSD will investigate all incidents of Chromebooks reported as lost and may refer any such incidents to law enforcement. CCSD Chromebooks can be easily identified and traced. At no time should a student try to alter any labeling or etching on their Chromebook.
- During school activities, and sporting events, the student is still responsible for the security of their CCSD issued Chromebook.
- UNSECURED Chromebooks will be confiscated by faculty, staff, administration, etc., disciplinary actions may be taken.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a CCSD-owned Chromebook will be prosecuted to the fullest extent of the law.
- If for any reason the Chromebook is lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the actual replacement costs to CCSD.
- If a student's Chromebook has been sent for repair, the student may be loaned a surplus Chromebook for the duration of time it takes to repair their assigned Chromebook.

Since a student will have the same Chromebook during their tenure at a specific school, it is imperative that the student take steps to take care of the Chromebook.

If the Chromebook is damaged or destroyed (to the point where it would cost more to repair the Chromebook than to replace the device) during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of the Chromebook.

# Chattahoochee County Schools

## Parent/Student Chromebook Usage Agreement

By signing this form, the student and their parent/guardian agree that they have thoroughly read, understand, and accept the terms and conditions, which will govern the student's possession and use of a Chromebook issued to the student by the Chattahoochee County School System. The student and their parent/guardian also agree that they will comply with these terms at all times while the Chromebook is in their possession.

### PLEASE PRINT ALL INFORMATION

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Guardian Name \_\_\_\_\_

Check Out Date \_\_\_\_\_

**Guardian Signature** \_\_\_\_\_

### Physical Address

Street Number and Name \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Device Name/Model Number \_\_\_\_\_

Serial Number \_\_\_\_\_