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CHROMEBOOK HANDBOOK SIGN-OFF SHEET

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The utilization of Chromebooks is part of our daily school process. Students are required to take a school issued Chromebook. Technology is an integral part of your student's education and it is required that your student have the appropriate technology at school to support his/her learning. This is why all students are required to receive and utilize Chromebooks as part of the learning process. In addition, it is important to understand that students are required to use school issued Chromebooks when at school. Students will not be allowed to use their own devices in place of school issued Chromebooks.

RECEIVING AND RETURNING CHROMEBOOKS

RECEIVING A CHROMEBOOK

- Chromebooks will be available for pickup from the main office of the high school during material pick up day. Chromebooks are expected to be picked up at this time. Each student will receive a Chromebook and AC charger.
- If a student is unable to make arrangements to get his/her Chromebook during material pickup day, he/she should obtain the Chromebook from the main office when school begins.
- .Parents/guardians and students must sign and return the *GKHS CHROMEBOOK HANDBOOK SIGN-OFF SHEET* no later than XXX

RETURNING

- At the end of the school year, students are required to turn in their Chromebooks and chargers; students are not allowed to take Chromebooks home for the summer. Chromebooks should be turned in to the main office during finals week once a student no longer needs the Chromebook to prepare for final exams.
- Failure to turn in a Chromebook will result in the student being charged the replacement cost of the Chromebook and the charger. The District may also file a report of stolen property with the local law enforcement agency. Students who graduate early, are suspended or expelled, must return their school Chromebook and charger to the main office on their final date of attendance at GKHS.

Transfers into GKHS/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks within the first 10 days of their arrival. Both students and their parents/guardians must sign the *GKHS HANDBOOKS SIGN-OFF* within 3 days of picking up their Chromebook. When available, new students will be able to pick up their Chromebook from the main office.

Transferring out of GKHS/Withdrawing Students

Students who transfer out, withdraw, or terminate enrollment at GK Schools for any other reason must turn in their Chromebooks and chargers to the main office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving GKHS may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency. A "not in good standing" Illinois State Board of Education report will be forwarded to the student's receiving school.

CARE AND REPAIR

TAKING CARE OF A CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by GK. Chromebooks that are broken or fail to work properly must be given to the GKHS technology department (located in the media center) for an evaluation of the equipment.. **Students are responsible for anything done using their assigned Chromebook or their login.** Chromebooks are the property of the Genoa-Kingston School District, and all users are required to follow all procedures outlined in this handbook as well as all other GKHS and district policies.

- Chromebooks are labeled in a manner specified by GK; this includes the serial number and student name tag. These labels may not be removed from the Chromebook. It is the student's responsibility to protect against damage to Chromebooks. This includes but is not limited to:
 - a. Proper care and protection of the Chromebook screen. Students are encouraged to purchase covers to properly protect and to reduce the chance of damage
 - b. Properly carrying/transporting the Chromebook
 - c. Protecting the Chromebook from the elements including extreme heat and cold, water, and humidity and moisture
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not applied by GK Schools. Spot checks for compliance may be done by administration at any time.

INSURANCE

Insurance for Chromebooks is available for purchase through a third party insurer. Information on the insurance plan and insurance enrollment paperwork can be obtained from the main office of the high school.

Claims

- All insurance claims must be reported to GK Administration.
- Failure to report a missing Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

REPAIR PROCESS

Students are required to report damage or other issues requiring repair to the GKHS technology department, located within the media center, immediately. Loaner Chromebook may be issued to a student while his/her assigned Chromebook is being repaired by the school. Once the repairs are complete, the student will be notified.

b.

REPLACEMENT COST

The replacement cost of a Chromebook is approximately \$170; the replacement cost of a charger is approximately \$30. If both the Chromebook and charger need replaced, fees for both will apply.

USAGE

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 are responsible for bringing their Chromebook to **all** classes unless specifically instructed not to do so by a teacher.

NO EXPECTATION OF PRIVACY

Students have no expectation of confidentiality or privacy with respect to any usage of a District issued Chromebook or email address, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks or email at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

CONTENT FILTERING

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

Students are expected to use Chromebooks in a responsible and ethical manner. Students must obey general school rules concerning behavior and communication that apply to technology use, as outlined in this handbook, the GK Student Handbook, and the acceptable use agreement.

Digital Citizenship

Cyberbullying

Cyberbullying is strictly prohibited and will be dealt with according to the student handbook.

Cybersecurity

Use all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid GKHS in the protection of our computer systems/devices by contacting an administrator about any security problems they may encounter.

Trademark and Copyright

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

Plagiarism is a violation of the GK Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Monitoring Device Activity

Monitoring all activity on their GK School account(s).

Charging the Battery

Chromebooks must be brought to school each day in a fully charged condition. Students can use the issued charger for charging at home. **A limited number of unsupervised charging stations are available to students on a first come, first serve basis.** . Repeatedly failing to meet charging and preparedness expectations will result in appropriate consequences as outlined in the discipline section of this handbook.

Sound, Music, Apps, and Camera

- **Students MUST provide their own headsets/earbuds.** Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes.
- All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- The following are not allowed unless permission is obtained from the classroom teacher for educational purposes:
 - a. Use of the Chromebook's camera and video recording
 - b. Use of Chromebook speakers for playing sound
 - c. Playing music during school hours

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Students will have access to common printers including the media center and the guidance office.

Logging into a Chromebook

Students log into their Chromebooks using their school issued Google Apps for Education account. Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work with a Chromebook

Google Drive will be the main source of storage and course work.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies outlined in this handbook, the GK Student Handbook, administrative procedures, the acceptable use agreement wherever they use their Chromebooks.

PARENT/GUARDIAN RESPONSIBILITIES AND EXPECTATIONS

- Talk to your child about values and the standards that your child should follow on the use of the Internet. Become increasingly active participants by asking your child to show you what sites they are navigating to and/or what apps are being used and how they work.
- Ensure that siblings and other family members are not using the device for personal use.
- [CommonSense Media](#) will assist in promoting positive conversation(s) between you and your child regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.

SCHOOL RESPONSIBILITIES

- Provide Internet and online course materials access to its students during the school day and to provide learning opportunities during the school day.
- Provide Internet filtering and blocking of inappropriate materials as able.
- GKHS reserves the right to review, monitor, and restrict information stored on or transmitted via GK School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in conducting research and help ensure student compliance of the acceptable use policy.

PROHIBITED ACTIVITIES

Students are strictly prohibited from the following actions while using their Chromebook. GKHS reserves the right to modify this list at any time. Students may be subject to discipline action if violations occur.

- Illegal installation or transmission of copyrighted materials.
- 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.
- Use of messaging services
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing Chromebook settings (except personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Using the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Using the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Providing personal information over the Internet, without the permission and supervision of their parents or a school staff member. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, 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
- Using YouTube for noneducational purposes.
- Using PeertoPeer (music file sharing) software
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Downloading or playing **Games and Music** is prohibited. These types of files are very resource intensive and may take a heavy toll on the Chromebook itself and the school's network.
- Any action that violates an applicable existing or future Student Handbook Policy or Board of Education policy and any applicable State or Federal laws dealing with students and cyber access/use.

Screensavers/Background Photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

Operating System and Security

Students may not use or install any operating system on their Chromebook.

Hacking Software

Use or possession of hacking software is strictly prohibited and violators will be subject to discipline outlined in GKHS Student Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

DISCIPLINE

- Misuse of Chromebooks has the potential for disciplinary consequences such as, but not limited to: after-school detentions, Saturday detentions, In-School Suspensions, and Out-of-School Suspensions. Below are examples of actions and the associated disciplinary consequence. It is important to note that this is not an all inclusive list. The levels of discipline below are intended to serve as a guide; each situation will be assessed and discipline assigned on a case-by-case basis.

Levels of Discipline

Level 1: Detention

- Leaving Chromebook at home. Lack of preparation for classes. Three instances of uncharged/forgotten Chromebooks in a semester. Additional instances may result in additional detentions or escalation of disciplinary consequences.
- Loaning of student Chromebook to other students inside and outside of school.
- Leaving Chromebook unattended.
- Lack of basic care for Chromebook
- Adjusting the settings on someone else's Chromebook.
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- Use of Chromebook for noneducational purposes.

Level 2: Saturday Detention

A Level 2 offense includes the acts listed below and/or receiving repeated Level 1 offenses.

- Downloading unapproved apps without permission.
- Deleting school installed Chromebook settings or making changes other than personal settings such as font size, brightness, etc
- Resetting Chromebook to factory defaults without permission.
- Placing the Chromebook in developer mode.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in to a personal Google account for noneducational purposes.
- Evidence of damage to Chromebook resulting from lack of care
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet.
- Using PeertoPeer (music file sharing) software.
- Using social networking applications and sites for noneducational purposes and/or without permission from the classroom teacher.
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Level 3: ISI

A Level 3 offense includes the acts listed below and/or receiving repeated Level 1 and/or Level 2 offenses.

- Illegal installation or transmission of copyrighted materials.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of sites selling academic work.
- Using online messaging services, including but not limited to Google Hangout, Meets, and Google Chat, for noneducational purposes and/or without permission from the classroom teacher. .
- Spamming - Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.

- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Transmission of or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

Level 4: Out of school Suspension

- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participation in credit card fraud, 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

LOANER CHROMEBOOKS

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. A one day (1) loaner may be provided on a first come, first serve basis. These loaners must be picked up from the Learning Center, with a driver's license or deposit. Each occurrence requiring a student to utilize a loaner Chromebook as a result of a forgotten or uncharged Chromebook will be logged; excessive occurrences may result in disciplinary action as outlined above.

USER TERMS AND CONDITIONS

The use of Genoa-Kingston School District 424 technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Genoa-Kingston District 424 along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the users in the school environment.
- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

CHROMEBOOK HANDBOOK SIGN-OFF SHEET

2020-2021

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
 - I will never leave my Chromebook unattended in an unsecured or unsupervised location.
 - I will never loan out my Chromebook to other individuals.
 - I will charge my Chromebook's battery to full capacity each night.
 - I will keep food and beverages away from my Chromebook since they may cause damage to the device.
 - I will not disassemble any part of my Chromebook or attempt any repairs.
 - I will use my Chromebook in ways that are appropriate for education.
 - I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
 - I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Genoa-Kingston School District.
 - I will follow the policies outlined in the GK Chromebook Policy Handbook and the District Acceptable Use Policy while at school, as well as outside the school day.
 - I will file a report with the school office in case of theft or damage.
 - I will be responsible for all damage or loss caused by neglect or abuse.
 - I agree to pay the full replacement cost of my Chromebook and power cord/charger, in the event that any of these items are lost or damaged.
 - I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.
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- **I have received a copy of the insurance option. I understand that Worth Ave. Insurance is not affiliated with GK schools, but provides my family coverage should accidental breakage occur.**
 - **I acknowledge the location of the Chromebook Handbook on the school's website and have read its contents.**
 - **I acknowledge the location of the Student Handbook on the school's website and have read its contents.**
 - **I acknowledge the location of the Extra-Curricular Handbook on the school's website and understand that I am responsible for reading it if my child participates in extra-curricular activities.**

Student Name:

(Please Print)

Student Signature:

Parent Signature:

Chromebook Barcode:

As a student, I have read and understand the expectations and rules pertaining to the use of Chromebooks...

Student Signature _____ Date _____

As a parent, I have read and understand the Chromebook Handbook and the expectations of my son/daughter as a student and my role/responsibilities as a parent.

Parent Signature_____ Date_____