

Holcomb School District

2022-2023 Chromebook Policy

The mission of the 1-to-1 program in the Holcomb School district is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible, life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The District will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

The Holcomb School District is supplying students with a Chromebook device. This device is property of the Holcomb School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Powerschool, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

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1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks

- Chromebooks will be distributed at the start of school each year. Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investment for the Holcomb School District. Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year while they are still enrolled in the same building.

2. RETURNING YOUR CHROMEBOOK:

All Chromebooks must be returned following the guidelines in their respective school buildings.

- Students leaving the District must return Chromebooks to the office of their school.
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies may be notified.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook. Chromebooks that are broken, or fail to work properly, must be submitted to the library of their school to be sent for repair so that they can be taken care of properly. Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.

3a: General Guidelines

- Chromebooks must have a Holcomb School District label on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action may occur.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Case use is required when transporting the chromebook to and from the buildings and from classroom to classroom.

3c: Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- Students who take their chromebooks home at night are responsible to have it charged for the next school day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.

4a: Chromebooks Left at Home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
- If unable to contact parents or guardians to bring the device to school, the student can request a chromebook loaner from the library.
- Repeat violations of this policy could result in disciplinary action.

4b: Chromebooks Needing Repair

- Chromebooks needing repair will need to be reported to the library staff. All repairs will be handled by District IT Staff following the submission of a HelpDesk ticket. .
- Students and families should never attempt to fix a broken chromebook nor should they have anyone else attempt to fix their chromebook.
- Loaner Chromebooks may be issued to students when their chromebook is being repaired.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse the District if a loaner chromebook is lost or stolen. The replacement cost of a loaner chromebook is not reduced.
- The district recommends that students enroll in an insurance program to help protect the chromebooks from accidental damage.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Students grades 4 through 7 will have a charged chromebook available at school each day unless policies change and allow for students to take them home. If/when this occurs then the aforementioned charging procedures apply.

4d: Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by Library staff. They will submit a ticket to the HelpDesk to have it reset.

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by Holcomb staff will result in disciplinary actions.

4e: Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but may not be provided by the Holcomb School District.

4f: Printing from your Chromebook

- In an effort to save on printing costs from paper to ink the District is encouraging digital transfer of information by sharing and email information, papers, etc. Printing is available by saving websites/documents as PDF files to Google Drive then accessing a networked computer within the school building and printing.

4g: Account Access

- Students will only be able to login using their @usd363.com email account.
- Make sure you are not in guest mode or you will not be able to access your Chrome extensions.
- Account login information can be supplied to a student by the library. The staff can do this directly or request login information using the HelpDesk.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal gmail account. Please follow the instructions.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Windows application software or Mac application software.

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system then it needs to be submitted to the Library so a HelpDesk ticket can be created.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- The District Acceptable Use Policy applies to all student use of chromebook devices
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Holcomb School District.
- Students are responsible for their ethical and educational use of the technology resources of the Holcomb School District.
- Access to the Holcomb School District technology resources is a privilege and not a right and can be revoked at any time.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and chromebook viruses.
- Any attempt to alter data, the configuration of a chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policy, student handbook and other applicable school policies.

7b: Privacy & Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Do not use your school email for personal email communication.
- Remember that storage is not guaranteed to be private or confidential as all chromebook equipment is the property of the Holcomb School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7c: Legal Property

- 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 the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Kansas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the Holcomb School District.

7 d: E-mail Electronic Communication

District Google accounts and access will be assigned to all students utilizing chromebooks. This account will give them access to sign into the school device and participate in communication with peers and staff for educational use.

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

7e: Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Kansas Open Records Act; proper authorities will be given access to their content.

7f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook with care.
- School district-supplied filtering is provided for at home use to ensure the device is used for educational purposes only.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- MAC address of the chromebook
- User tag attached to the chromebook transport case

8b: Account Security

- Students are required to use their @usd363.com domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook

- When students are in school and are not using their Chromebook, they should store them in their transport case within their locked locker.
- Use of the transport case when not in use is encouraged to prevent damage
- Nothing should be placed on top of the Chromebook when stored in the locker.
- 6th and 7th grade Chromebooks will remain at school.
- 8th grade students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff and taken to the office in the building. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- Chromebooks that are intentionally damaged or left in unsecured situations (unlocked vehicle, unattended, etc.) will not be covered by the insurance program.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

The classroom teacher will then submit a HelpDesk ticket to have the chromebook repaired. Middle School students should submit Chromebooks that need repair, with the transport case, to the building Library Staff. Library Staff should be notified of any damage or issue to a student's chromebook and confirm a HelpDesk ticket has been submitted.

Chromebook Repair Costs are determined below. Students and student families will be responsible for all damages to their District issued chromebook. If a device is lost or stolen the student and student family will be responsible to replace the chromebook.

Replacement Charges can include, but are not limited to:

Replace Damaged Chromebook--\$760.00

Replacing Screen--\$415.00

Replacing Keyboard/touchpad--\$520.00

Replacing Power cord--\$20.00

Other replacement parts - 100% of cost to District

Replace Chromebook Transport Case - \$36.00 (6th/7th/8th grade)

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support is available as follows. If repair is necessary for a Chromebook then the classroom teacher must submit a technology request for repair.

Technology Staff members will provide:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs

Library Staff can provide (Middle School Only):

- Charging of a chromebook if deemed necessary and acceptable
- Loaning of a chromebook
- Submission of repair tickets

Holcomb School District

Chromebook Usage Agreement

The following agreement must be on file with your student's school before they will be allowed to check-out a Chromebook for the 2022-2023 school year. Please take a moment to review the policy and sign before returning the completed form to the school office. Copies of the policy may be requested by contacting the school office.

Student Agreement

I have read, understand and agree to abide by the terms of the foregoing Chromebook Policy. Should I commit any violation or in any way misuse my chromebook, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me. I understand that I am to treat this chromebook no different than any other District owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that is not aligned with the District Chromebook Policy.

Student (print clearly) _____ Date _____

Student (signature) _____

Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the Holcomb School District's Chromebook Policy. I understand that the chromebooks are a privilege and can be revoked if misused. I understand that if the chromebook is damaged, lost, or stolen that my child or myself will be responsible to reimburse the District for the cost of the repair or replacement. I am signing this Policy and agree to indemnify and hold harmless the School, and the School District that provides a chromebook to my child or ward, against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her chromebook or violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her chromebook if and when such access is not in the School setting. I hereby give permission for my child or ward to use a chromebook authorized by the School District and agree to the above terms and Policy.

Parent or Guardian (print clearly) _____ Date _____

Parent or Guardian (signature) _____