USD 363 Holcomb Schools
District Chromebook Policy

The mission of the 1-to-1 program in the Holcomb School district is to create a collaborative learning environment for all of our learners. This environment will enable and support our students and teachers to implement transformative uses of technology while enhancing the 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.

Device Purpose

The Holcomb School District is supplying students with a Chromebook device. This device is the property of the Holcomb School District. The supplied device will provide each student access to the educational materials needed for each student to be successful. The Chromebook allows students 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 to Middle School and High School students within the first few days after the start of school each year. Elementary students will have Chromebooks slated for them in their classrooms. Parents/Guardians and students **MUST** sign and return the District Chromebook Usage Agreement document before the Chromebook can be issued to their student. 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 check in the Chromebooks at the 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 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 will result.

● 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 their 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 on 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.
● In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
● Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their class teacher.

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.
● Repeat violations of this policy would result in disciplinary action.

4b: Chromebooks Needing Repair
● Chromebooks needing repair will need to be given to appropriate staff members. 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.

4c: Fee Structure to Repair Damaged Chromebooks
● First incident needing repair: $25 co-pay from the family.
● Second incident: $100 co-pay from the family.
● Third incident or any other after the third incident: 100% of the repair cost is charged to the family.
● Lost/ Stolen devices: The family will have to pay 100% of the replacement cost.
● Intentional abuse: 100% of the repair/ replacement cost is charged to the family.
● *In extenuating circumstances, the superintendent or designee may waive/ adjust the fee structure.

4d: Charging your Chromebook
● Chromebooks must be brought to school each day fully charged.
● Students need to charge their Chromebooks each evening.
● Students in grades K through 5 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 to all students taking a Chromebook off of school property.

4e: Passwords and Background Images
● Take care to protect your password. Do not share your password.Do not change your passwords.
● 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 School staff will result in disciplinary actions.

4f: 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.

4g: 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 emailing information, papers, etc. Printing is only available by saving documents as PDF files to the student's Google Drive, then sharing it with a teacher who has access to a networked computer within the school building.
4h: 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 access your Chrome extensions.
● Account login information can be supplied to a student by an appropriate staff member.

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 let 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 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 District IT Team. A HelpDesk ticket will need to 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 District 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
Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use.
● Always use appropriate and proper language in your communications.
● 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 any time.

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 in your district-issued backpack or carry case.
● School district-supplied filtering is provided for at home 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.
- Pre-K through 5th grade Chromebooks will remain at school unless extenuating circumstances dictate that students would need to take them home.
- 6-12th 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 in a vehicle 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 Chromebook Insurance program.

9. REPAIRING/REPLACING YOUR CHROMEBOOK
The classroom teacher will submit a HelpDesk ticket to have a Chromebook repaired. Students should submit Chromebooks that need repair, with the transport case, to the appropriate building Staff. Staff should be notified of any damage or issue to/with a student's Chromebook and confirm a HelpDesk ticket has been submitted.

Chromebook Repair Costs are determined on a case by case basis. 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 students family will be responsible for the full price for replacement of the Chromebook.

Chromebook Insurance is typically offered in our school district. It is an optional purchase and can usually be purchased through the school. This insurance can be either school funded or through a 3rd party vendor. Not all issues and/or damages will be covered by the optional Chromebook Insurance. These will be determined on a case-by-case basis by District IT Staff.

Prices for Chromebook Insurance may vary based on the model of the Chromebook being issued to or being utilized by your student as well as the student's grade level.

Replacement charges and repair fees for Chromebooks and Chromebook parts and accessories will be updated annually, at the beginning of the school year or as deemed necessary by District IT Staff and the Board of Education.

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
- Loaning of a Chromebook

Other Appropriate Staff can provide:
- Charging of a Chromebook if deemed necessary and acceptable
- Submission of repair tickets and/or HelpDesk tickets.

11. CHROMEBOOK FAQ's
Q. What is a Chromebook?
A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?
A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?
A. Each Chromebook we provide to students will be a managed device. Members of Holcomb School District's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management

Q. What devices can I connect to a Chromebook?
A. Chromebooks can connect to:
- USB storage, mice and keyboards (see supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through Apps so users can work in an "offline" mode if WiFi is unavailable.

Q. Will our Chromebook have 3G?
A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?
A. No. Chromebooks do not come with internet filtering software. However, the School District of Holcomb is providing onsite and offsite filtering using the District's web filter over wifi and routing outside the District.

Q. Is there antivirus built into it?
A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?
A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

USD 363 Holcomb Schools
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 current 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.

This entire District Chromebook Policy may be found on the district website at https://www.usd363.com/
Menu > Documents > Parents / Students > District Chromebook Policy w/ Agreement
You may also request a paper copy from any school office.

Student Agreement

I have read, understand and agree to abide by the terms of the foregoing District 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_____ Date _____

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 and/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 _____ Date_____

Parent or Guardian (signature) _____