

Heber Springs High School

1 to 1 Policy, Guidelines, and Agreement



1. Receiving and Returning a Chromebook 1.1 Receiving a Chromebook

- a. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook and AC charger.
- b. Parents/guardians and students must sign and return the Acceptable Use Policy (AUP) and Student Pledge documents before a Chromebook is issued to the student.
- c. Chromebooks will be labeled in a manner specified by the HSSD, this will include the serial number.
- d. **The Chromebook is the property of the HSSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.**

1.2 Returning a Chromebook

- a. Chromebooks and all HSSD accessories will be returned during the final week of school so they can be checked for serviceability. (This may change after the pilot program phase is complete)
- b. Chromebooks must be returned immediately when a student transfers out of the HSSD, is suspended or expelled, or terminates enrollment for any reason.

1.3 Fines related to a Chromebook

- a. Chromebook and AC charger will be turned in to the Library when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The HSSD Administration will make the final determination of any fees assessed.

- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Heber Springs Police Department.

2. Taking Care of a Chromebook.

Students are responsible for the general care of the Chromebook they have been issued by the HSSD. Chromebooks that are broken or fail to work properly must be given to the Library for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of the HSSD and all users will follow these procedures and the HSSD Acceptable Use Policy.

2.1 General Precautions

- a. The Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.

- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Library.
- d. There is no “rooting” of this device.
- e. Never throw or slide a Chromebook.
- f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- g. Chromebooks and AC adaptor must remain free of any writing, drawing, stickers, or labels that are not the property of the HSSD.
- h. Students may purchase a cover if desired.

i. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy

(AUP) and grounds for disciplinary action.

j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.

k. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.

l. Chromebooks should be placed vertically in the top locker compartment or in a backpack/bookbag to **avoid putting any pressure on the screen.**

m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.

n. Chromebooks must be charged for school each day. This is the student's responsibility.

o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the 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.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly (3 or more times as determined by any staff member) leaves the Chromebook at home, the student will be required to “checkout” the Chromebook from the Library everyday for three weeks.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available so having a “loaner” is not guaranteed.

3.3 Charging a Chromebook’s Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.

- b. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to “checkout” their Chromebook from the Library everyday for three weeks.

- c. In cases where the battery does “run out”, students may be able to connect their Chromebook to a power outlet in class.

3.4 Screensaver/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.

3.5 Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs, Office365, etc.
- e. Internet games are not allowed on the HSSD Chromebooks. If game apps are installed, it will be by HSSD staff.

3.6 Printing

Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access

THE Chromebook DOES NOT HAVE A FILTER FOR THE INTERNET when at home! Parents/guardians, please take the necessary precautions for internet safety with your student! For more tips, please see the “Parents’/Guardians’ Guide for Student Use”.

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Reminder: HSSD provides internet filtering on the district’s network. These filters do not apply in any other location. It is the family’s responsibility to monitor the student’s use of the internet outside of the school setting.

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- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a google cloud printer and proper settings on the Chromebook. (Home configuration of devices is allowed but not supported by the HSSD.)
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.8 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Chromebook cameras may never be used in a locker room or restroom per state statute.

4. Managing files and saving work

4.1 Saving to the Chromebook/Home Directory

- a. When using a Chromebook, all documents are usually saved online to the user's google drive or other internet storage such as one drive or dropbox. The chromebook does afford very limited storage space for offline use.
- b. Students may save work to their Google Drive or the home directory on the Chromebook.
- c. Students may also email documents to themselves for storage on a flash drive.
- d. Storage space will be available on the Chromebook—BUT will NOT be backed up in case of re-imaging.
- e. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- f. The Heber Springs School District makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

4.2 Network Connectivity

The Heber Springs School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. Software/apps on the Chromebooks

5.1 Originally Installed Software/apps

- a. The software/apps originally installed by the HSSD must remain on the Chromebook in usable condition and be easily accessible at all times.
- b. From time to time the school may add software/apps for use in a particular course.

Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

5.2 Additional Software/apps

Students are not allowed to load extra software/apps on their Chromebooks that do not correspond to a scheduled class. HSSD will synchronize the Chromebooks so that they contain the necessary apps for school work. Students will not be allowed to synchronize Chromebooks or add apps to their assigned Chromebook to include personal accounts.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.4 Procedure for Reloading Software/apps

If technical difficulties occur, illegal software/apps are found, or non-HSSD- installed apps are discovered, the Chromebook will be restored from a backup. When warranted, Chromebook use restrictions may be imposed as a consequence. The HSSD does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.5. Software/app upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebook for periodic updates and synching.

6. Acceptable Use

The Heber Springs School District (HSSD) provides technology access for educational purposes, which include classroom activities, professional or career development, and limited independent activities. Users are expected to use technology through the HSSD system to further educational and personal goals consistent with the mission policies of the HSSD. Access to network services is given to students who agree to act in a considerate and responsible manner. The use of all technology, including the Internet is a privilege, not a right; and inappropriate use may result in cancellation or restriction of those privileges. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using technology. Students who want computer network and internet access need to sign and submit this policy to the building office or library, pursuant to approved procedures accompanying this policy. Technology includes, but is not limited to, computers, AV, Digital equipment, Wide Area Network, Local Area network, printers, scanners, telephones, software, distance learning and the internet.

Acceptable uses include, but are not limited to:

1. research for assigned classroom projects;
2. school provided e-mail; student e-mail may be provided according to educational need.

3. abiding by the rules of network etiquette which include:
 - a. being polite,
 - b. using appropriate language, and
 - c. not revealing any personal information concerning themselves or others
4. respecting and upholding copyright and all other applicable laws or regulations;
5. properly citing all electronic resources;
6. respecting the rights and privacy of others;
7. immediately disclosing inadvertent access to an inappropriate site by notifying staff; this disclosure may serve as a defense against an allegation that the user has intentionally violated this policy;
8. reporting rule violations or suspect security problems to staff without demonstration of the problem to other users.

Unacceptable uses include, but are not limited to:

1. access to or transmission of materials that are obscene, sexually explicit, racist, inappropriate to the educational setting, or disruptive to the educational process;
2. posting false or defamatory information, harassment of another person, or engaging in personal attacks of any type including cyber bullying;
3. engaging in any illegal act, including, but not limited to, plagiarism and the violation of copyright laws or software licensing agreements;
4. exchanging, downloading installing or copying software to or from any school computer;
5. revealing anyone's private personal identification information, including names;
6. attempting to gain unauthorized access to the HSSD network or equipment, or use any accounts, passwords or logins other than those assigned to the user;

7. intentionally damaging computer equipment, software, files, data or the network;
8. attempting to access, harm, modify or destroy data of another user;
9. intentionally wasting limited resources including paper, time and storage space;
10. purchasing any materials or service offered on the Internet; or employing the network for any commercial purpose, including on-line gaming;
11. using the Internet to conduct business, for financial gain, for any commercial purpose or for political lobbying;
12. using district computers to “hack” internally or externally into other computer systems, or attempting to access information that is protected by privacy laws;
13. accessing, transmitting or downloading large files, including “chain letters” or “pyramid schemes” or entire programs; and
14. knowingly spreading computer viruses.

Authorized representatives of HSSD, from time to time, may monitor the use of such technology. Such monitoring may include, but is not limited to accessing recorded messages, e-mail documents, pictures or other data associated with all computers. In addition web sites visited may be recorded and monitored. HSSD shall maintain filters on all district internet accessible servers.

It is the responsibility of the HSSD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the protecting Children in the 21st Century Act.

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

6.1 Parent/Guardian Responsibilities

- a. Talk to your child about internet safety and the standards that your child should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, music, and radio. Please see additional information in the Frequently Asked Questions section.
- b. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the High School office. Your child will use a Chromebook from classroom sets in each class, although availability is limited so this will be first come first serve basis. Students are responsible for

following the Acceptable Use Policy and appropriate handling of the device during school.

c. **Reminder:** HSSD provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting. Please see additional information in the Frequently Asked Questions section.

6.2. Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library.
- b. Plagiarism is a violation of the HSSD rules. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to HSSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

7. Repairing or Replacing a Chromebook

7.1 School District Protection

The HSSD owns these Chromebooks, and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use.

7.2 Personal Home or Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control

of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

8. Claims

- a. All insurance claims must be reported to the HSHS office. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
- b. In the event of a lost or stolen Chromebook, the HSSD may deploy location software which may aid in recovering the Chromebook.
- c. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

FREQUENTLY ASKED QUESTIONS

1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

The Heber Springs School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$300). The District regards the Chromebook as all other materials that are checked out to a student ex: library materials, sports equipment, etc. We recommend that

all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.

“Lost, damage, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the “damage to the property of others” under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners’/renters’ coverage.”

2. What are the replacement/repair costs of the Chromebook and accessories?

Chromebook: \$300

AC Charger: \$35

Screen replacement: \$70-\$75 depending on model

(Prices subject to change, based on current market prices)

(Insurance plan is available which will cover the first screen repair or power adapter replacement)

3. Does my child have to accept a Chromebook?

If a parent/guardian does not want the child to take a Chromebook home, the parent may submit that request in writing to the office. In this case the student will need to check the Chromebook in and out of the Library each day.

4. As a parent/guardian, how do I monitor my child’s use of the internet?

While your child is using the HSSD network, there are filters available. When your child uses another network, the Chromebook does not

provide filtering at this time. Please see the attached document entitled “Parents’/Guardians’ Guide to Student Internet Use”

5. What if we don’t have wifi at home?

A Chromebook’s use is maximized with wifi. In a survey last fall the vast majority of families indicated that they have internet capability at home. If a family does not have wifi, a student may use the Chromebook at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. Arrangements can be made for the student to be at school outside of normal school hours by contacting the office.

6. Can a student download apps or music?

No, the Chromebook is formatted to have apps added at school. When teachers request that apps be added, generally one time per month, student will be notified that it is “time to sync”. Students will be directed to plug their Chromebook into an AC outlet in HSHS and the download will happen wirelessly.

7. What if a student forgets to charge the Chromebook?

There will be an extra cord in the pilot classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to turn the Chromebook into the Library at the end of each day and pick it up each day for three weeks.

8. Will students keep the Chromebook for the summer?

This may happen with special administrative permission, i.e., Summer School.

9. Can a student use a personal Chromebook at school?

Yes, the HSSD may not put school purchased apps on a personal unit.

13. Will other grades be added in the future?

This project is considered a pilot which will be evaluated for next steps. Additional questions? Please contact your child's Principal with questions:

Parents' Guide to Student Internet Use

The Heber Springs School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. Read and share with your child the HSSD Chromebook Procedures and Information Guide. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

Student Pledge Form

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook.
7. I will not disassemble my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in a cover.
9. I will use my Chromebook in ways that are appropriate, meet the HSSD expectations and are educational.
10. I will not place decorations (such as stickers, drawings, marks, etc.) on the Chromebook or cover. I will not deface the serial number on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Heber Springs School District.
12. I will follow the policies outlined in the Chromebook Handbook and the Technology Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused intentionally or by neglect or abuse.
15. I agree to return the District Chromebook and AC charger in good working condition.
16. Individual school Chromebooks and power charger must be returned to the Library at the end of this school year. Students who withdraw, are suspended or expelled, or terminate enrollment in the Heber Springs School District for any other reason must return their individual school Chromebook on the date of termination.

Please mark appropriate boxes.

I agree to the stipulations set forth in the 1-1 Policy on the High School website including the Chromebook Procedures and Information; the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

Full-Time

School day only

***** Required to participate in 1-1 program *****

I acknowledge that I am responsible for any damage to the chromebook assigned to my student/myself and I agree to pay for damages incurred at the prices detailed on page 18 / item 2 of this policy.

OPTIONAL INSURANCE

I would like to participate in the insurance program at the cost of a \$10 one time fee that will cover one screen repair, or one lost power adapter.

(After one screen repair or power adapter is replaced, all subsequent repairs or lost items will be billed at full price. \$10 for insurance due at time of form submission, insurance cannot be purchased to cover damages already incurred.)

Student Name (Please Print)

Parent/Guardian Name (Please Print):

Student Signature

Parent/Guardian Signature:

Date:

Date:

