



USE OF TECHNOLOGY

CHROMEBOOK PROCEDURES AND INFORMATION FOR STUDENTS AND PARENTS

Technology Vision Statement:

We will strive to provide educational opportunities that will engage every student and build capacity in order to prepare students with current and future competencies to compete and excel in a complex, ever-changing technological world.

► 1. Receiving Your Chromebook

A. Lease-to-Own Program Requirements

The One-to-One Chromebook program at Central Community High School will be a lease-to-own program with distribution of Chromebook units to each student upon enrollment. The completion of full payments (over a four-year term) at an annual fee of \$75.00 will fulfill all requirements of the lease. Students will then leave Central upon graduation with the Chromebook unit as their own for future use. If financial requirements by payment of the annual fee are not met, units will be collected at the time students cease to be enrolled as a student at Central Community High School. Parents/Students may arrange to fulfill the lease agreement in a reduced timeframe if they elect to do so, only upon departure and/or other agreement with the school district.

Students will only be allowed to utilize a school issued Chromebook unit at Central and usage of personal devices will not be acceptable. The school will not be responsible for other devices, allow access to the school's technology network, or be expected to monitor usage of any such device. This is to ensure consistency and uniformity in the tool utilized for classroom and usage at school.

Parents and students who fail to fulfill the lease agreement must return the units upon leaving Central.

B. Chromebook Agreement

Parent/Guardian will be emailed a copy of the Central Community High School District #71 Chromebook Policy and Agreement through the Skylert message system. This agreement must be signed and returned before a Chromebook can be issued to a student. The entire Chromebook policy and agreement can also be found on the Central website for reference. This agreement remains valid while enrolled as a student at Central.

C. Student Distribution

Students will receive their Chromebooks and cases during the first week of school.

Class meetings will be held to discuss policies and procedures. Students must have their signed Central Community High School District #71 Chromebook Agreement and Acceptable Use Policy on file at the time they receive their Chromebook, charger and case. Students that miss the deployment day will be able to pick up their Chromebooks from the Media Specialist in the Media Center.

D. Transfer/New Student Distribution

All transfer/new students must sign the Central Community High School District #71 Chromebook Agreement and the Acceptable Use Policy prior to receiving a Chromebook. A Chromebook, charger and case will be issued from the Media Specialist once signed documents have been received.

► 2. Returning Your Chromebook

A. End of Year

At the end of the school year, seniors who have fulfilled the Chromebook Lease Agreement will retain their Chromebook, charger and case. All other students will turn in their Chromebook and case. Failure to turn in a Chromebook will result in a student being charged the full replacement cost. If property is believed to be stolen, various forms of documentation may be required.

B. Transferring/Withdrawing Students

Students that transfer out or withdraw from Central Community High School must turn in their Chromebook, charger and case on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. If property is believed to be stolen, various forms of documentation may be required.

► 3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center as soon as possible so that they can be repaired properly. District owned Chromebooks shall not be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended. Chromebooks will be checked on a quarterly basis.

A. General Precautions

- No food or drink shall be next to a Chromebook
- Cords, cables and removable storage devices must be inserted/removed carefully
- Chromebooks shall not be used or stored near pets
- Chromebooks shall not be used with their power cords plugged in when the cords may be a tripping hazard

- Chromebooks must remain free of any writing, drawing, stickers and labels
- Heavy objects shall never be placed on top of Chromebooks

B. Cases

- All students will be issued a protective case for their Chromebooks that must be used whenever the Chromebooks are being transported or not in use
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their devices.
- Chromebook cases must remain free of any writing, drawing, stickers and labels

C. Carrying Chromebooks

- Chromebooks shall always be transported with care in a Central Community High School issued protective case. Failure to do so may result in disciplinary action.
- Chromebooks must not be lifted by the screen
- Chromebooks must not be carried with their screens open

D. Screen Care

- The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth

E. Identification Labels

- All Chromebooks, will be labeled with a district identification label
- Identification labels and Student ID cards may not be modified or tampered with in any way
- Students may be charged up to the full replacement cost of a Chromebook, for tampering with a district identification label or turning in a Chromebook, without a district identification label

► 4. Using Your Chromebook at School

It is the expectation that students bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

A. If a student does not bring his/her Chromebook to school

- A student may check out a loaner, if available, from the Media Center for the day

- A student borrowing a Chromebook will be responsible for any damage or loss of the issued device
- The Media Center will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school
- Every student will receive three free passes per semester for a non-service repair (for example Chromebook not charged) and fourth and all subsequent occurrences will result in a detention
- The students that obtain a loaner will be responsible for returning the borrowed device to the Media Center before the end of the school day
- If a loaner is not turned in by 3:00 p.m. to the Media Center the student may receive disciplinary consequences

B. Chromebooks being repaired

- Loaner Chromebooks will be issued to students when they leave their school issued Chromebook for repair in the Media Center
- A student borrowing a Chromebook will be responsible for any damage or loss of the loaned device
- Chromebooks on loan to students that are having their device repaired may be taken home
- The Media Center will contact students when their devices are repaired and available to be picked up
- The parents/guardians will be notified and responsible for any cost associated with their student's Chromebook repair due to misuse

C. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge
- Students shall charge their Chromebooks at home every evening
- If your Chromebook is not fully charged, the ability to charge the Chromebook in a classroom will be at the teacher's discretion

D. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action

E. Sound

- Sound must be muted at all times unless permission is obtained from a teacher
- Headphones may be used at the discretion of the teachers
- Students must have their own personal set of headphones for sanitary purposes

F. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate
- Printing stations will be available in the Media Center and other approved and

supervised locations. Since all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students may log into a print station to print their work.

- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home

G. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued G Suite for Education account
- Students must not share their account passwords with others

H. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in their Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices
- Some files may be stored on the Chromebook hard drive
- Students are reminded to save frequently when working on digital media
- The district will not be responsible for the loss of any student work
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions

► 5. 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 there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the Central Community High School District #71 Acceptable Use Policy, administrative procedures and all other guidelines in this document wherever they use their Chromebooks.

► 6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

A. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. There may occasionally be a need to manually update or restart.

B. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot
- There is no need for additional virus protection

► 7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Chromebooks will use the School's Wi-Fi to access the Internet, which is filtered. Websites may be monitored at all times. If an educationally valuable site is blocked, students should contact their teachers or the Technical Support Desk to request the site be unblocked.

The parent/guardian is solely responsible for ensuring the use of the Chromebook to access the Internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules and regulations. Central Community High School will not be responsible for any harm that may come to the student or any other person as a result of the student's off-campus Internet activities. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting.

► 8. Software

G Suite for Education

- Chromebooks seamlessly integrate with the G Suite for Education consisting of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings and Forms, etc.
- All work shall be stored in the cloud

► 9. Chromebook Identification

A. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, district identification label and name and ID number of the student assigned to the device

B. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Central. Please take good care of it!

► 10. Repairing/Replacing Your Chromebook

A. Technical Support

- All Chromebooks in need of repair must be brought to the Media Center between the hours of 8 a.m. and 3 p.m. Any issues after 3 p.m. will be addressed the next school day.
- The Media Center will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

B. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement Chromebook - \$275.00
- Case - \$30.00
- Screen - \$90.00
- Keyboard/Touchpad - \$75.00
- Top Cover & Hinges - \$90.00
- Battery - \$40.00
- Power Cord - \$20.00

****Note:** Any unforeseen repairs not listed above will be assessed the charge of the actual repair. Payment of all replacements parts must be paid in full.

D. Chromebook Insurance Program

Central Community High School is offering parents/guardians a self-insurance program for Chromebook units in case of damage or loss experienced while leased from the school. The program is strictly optional, allowing funds garnered from premiums to pay for covered replacement and/or repairs. The annual premium for the optional insurance is \$35.00 with no deductible amounts allowable. Parents/students who choose not to participate in the insurance program agree to pay full replacement or repair costs for any damage or loss.

The following conditions exist:

- The coverage provided annually by the insurance program does not take effect until the premium is paid in full. No retroactive coverage can be purchased or applied.
- Central does not prorate insurance costs annually. A payment of the total premium at any point throughout the year will fulfill insurance services for that school year only.
- The premium is non-reimbursable at any point due to a cease in enrollment at the school or removal from the insurance program.
- The insurance program will provide full replacement or repair coverage and provide protection for the item on and off school grounds based upon coverage extensions listed below
- Cases, chargers, headphones and other attachments are not eligible for the insurance program. These items must be purchased if lost or in need of repair. (The school will provide them at reduced cost levels to the parent/student.)
- The insurance is transferable to a replacement unit or any unit on loan from the district
- Insurance is available on school year basis only from deployment through collection of units

- Parents/students are allowed three annual claims of any type. After a third claim, they will be removed from the insurance program and will pay full replacement or repair cost for any damage or loss.
- Repetitive submission of claims annually or over the course of high school career may result in inquiry, investigation and/or disciplinary consequence by administrative authority

Coverage extends to:

- Accidental damage (drops and spills)
- Cracked screens
- Liquid submersion
- Flood and Natural Disaster
- Power surge from Lightning/Storm (documentation may be required)
- Theft (Various Forms of Documentation may be required)

Coverage does not extend to:

- Manufacture defect (warranty or school responsibility)
- Mechanical Failure (warranty or school responsibility)
- Standard wear and tear
- Cosmetic damage due to student act
- Damage due to negligence or abuse
- Unexplained loss of unit

Determination and classification on claims will be the responsibility of the school district and are final. Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

► **11. No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, 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 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.

A. Monitoring Software

- Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

► 12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks shall be used for educational purposes and students are to adhere to the Central Community High School District #71 Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students shall always conduct themselves as good digital citizens by adhering to the following:

A. Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

B. Protect Yourself

I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.

C. Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

D. Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

E. Respect Intellectual property

I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

F. Protect Intellectual Property

I will request to use the software and media others produce. I will purchase, license and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.



CHROMEBOOK AGREEMENT

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year
- I will always have my Student ID in the case, free from any tampering
- 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 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 protect my Chromebook by always carrying it in a secure manner to avoid damage
- I will use my Chromebook in ways that are appropriate for education
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook, charger and case
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Central Community High School District #71
- I will follow the policies outlined in the Central Community High School District #71 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, case and power cord/charger, in the event that any of these items are lost or damaged unless the items are covered by the optional insurance program
- I agree to return the Chromebook and case in good working condition at the end of each school year
- I understand optional insurance is available for a premium each year
- I acknowledge the location of the Chromebook Policy on the school’s website and have read its contents

Student Name (Print): _____ Date: _____

Student Name (Signature): _____

Parent/Guardian (Signature): _____

OFFICE USE ONLY

Student ID: _____ Graduation Year : _____ INS: _____

Chromebook District Identification Label: _____

