Tri-City CUSD #1

Chromebook Policy

Parent/Student Handbook

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The goal of the Chromebook technology plan is to enhance educational opportunities for our students and further support our District's ability to offer digital learning.

Excellence in education requires that technology is integrated seamlessly throughout the educational curricula. In our world today, increasing access to technology is essential to strengthen college and career readiness skills.

Use of technology does not diminish the vital role of the teacher. Indeed, it allows the teacher to shift from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used in Tri-City CUSD #1 considered by the Administration to come under this policy.

*Teachers/schools may set additional requirements for use in their classroom.

1. GENERAL INFORMATION

a. Receiving Your Chromebook

i. Chromebooks will be distributed after the parent/guardian signs the Tri-City CUSD #1 Chromebook Agreement.
ii. Parents and students must sign and return the Chromebook Agreement and Acceptable Use Policy before a Chromebook will be issued.

b. Chromebook Check-in

i. Chromebooks will be returned before the end of the school year, on dates to be provided, so they can be checked for serviceability and stored for the summer. If a student transfers out of the district during the school year, the Chromebook, charger, and any peripheral devices or accessories will be returned at that time.
ii. Students who graduate early, withdraw, are expelled, or terminate enrollment at Tri-City CUSD #1 must return the Chromebook, charger, and any peripheral devices or accessories on, or before, the date of termination.
iii. If a student fails to return the Chromebook, charger, and any peripheral devices or accessories at the end of the school year or upon termination of enrollment in Tri-City CUSD #1, that student will be subject to criminal prosecution or civil liability, and district records may be withheld. The student will also pay the replacement cost of the Chromebook, charger, and any peripheral devices or accessories.

c. Check-in Fines

i. If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
ii. Any technical issue with the device must be brought to the attention of administration or technology staff immediately. This includes, but is not limited to, Chrome Operating System, battery issues, loss of network connectivity, and failure of apps to launch.
iii. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, accidental or intentional damage to the device will incur the cost of the repair. A member of the technology staff must perform all repairs.
iv. All reports will be investigated on a case-by-case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

a. General Precautions

The Chromebook is district property and all users will follow this policy and the Tri-City CUSD #1 Acceptable Use Policy.

i. No food or drink is allowed next to your Chromebook while it is in use.
ii. Only use a clean, soft cloth to clean the screen. No cleansers of any type should be used on the screen.
iii. Cords and cables must be inserted and removed carefully into the Chromebook to prevent damage.
iv. Chromebook and Chromebook accessories must remain free of any writing, drawing, stickers, or label that are not the property of Tri-City CUSD #1.
v. Chromebooks should never be left in an unlocked locker, unlocked car, or in any unsupervised area.
vi. Students are responsible for keeping their Chromebook battery charged for school each day.
vii. Chromebooks are very sensitive to extreme heat and extreme cold. Therefore, leaving the devices in cars, direct sunlight, or other extreme weather conditions should be avoided.
viii. Do not stack any books or heavy materials on top of the Chromebook, as it could damage the device.
ix. Take care to protect your password. Do not share your password.
x. Lock your screen when you leave your Chromebook unattended for any amount of time.

b. Screen Care

i. Chromebooks should never be carried while the screen is open.
ii. Do not lean on top of the Chromebook when it is closed.
iii. Do not place anything near the Chromebook that could put pressure on the screen front or back.
iv. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, usb flash drive).
v. Clean the screen with a soft, dry cloth or antistatic cloth.
vi. Do not bump the Chromebook against lockers, walls, car doors, floors, etc, as it will eventually cause damage to the Chromebook.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use during school each day.Students are responsible for bringing their Chromebook to all classes, unless instructed otherwise.

a. Chromebooks Left at Home

i. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
ii. If a student repeatedly (as determined by staff) leaves their Chromebook at home, they may be required to “check out” their Chromebook for a period of five (5) school days.

b. Chromebooks Undergoing Repair

i. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that issuance of a replacement Chromebook will depend on availability.
ii. Replacement Chromebooks must remain at school.

c. Charging Your Chromebooks Battery

i. Chromebooks must be brought to school each day in a fully charged condition.
ii. Repeat violations of this policy will result in a phone call home and a referral to school administration.

d. Photo Library, Screensavers, Background Photos

i. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
ii. Presence of pornographic material, inappropriate language, alcohol-related material, drug-related material, gang-related material, or any other material deemed inappropriate by administration will result in disciplinary action and may result in loss of Chromebook privileges.
iii. Photos and videos require a large amount of storage space on the devices. Only photos and videos that are for educational purposes should be saved to the device. All other photos and videos should not be taken or stored.

e. Sound, Music, Games, or Programs

i. Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes.
ii. Data storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the District are carefully monitored.
iii. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
iv. Only music/sound files that are obtained legally for educational purposes are allowed.
v. Headphones may be used at the discretion of the teacher. Headphones are not provided by the District.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

a. Saving to Your Chromebook

i. Students will save work to the Google accounts via the Chromebook.
ii. Storage space will be available on the Chromebook, but since the device has storage limitations, it is important that the storage space be prioritized for educational use only.
iii. It is the student's responsibility to ensure that their work is backed up and, therefore, not lost due to mechanical failure or accidental deletion.
iv. Chromebook malfunctions are not an acceptable excuse for not submitting work on time.

b. Network Connectivity

i. Tri-City CUSD #1 cannot guarantee network connectivity 100% of the time. IN the case that the network is down, the District will not be responsible for lost or missing data. Students will not be penalized if the network is down and an assignment cannot be accessed for class projects, or presentations, as this network outage will affect all students and staff in the building.

5. SOFTWARE ON CHROMEBOOKS

a. Originally Installed Software

i. The extensions/apps originally installed by Tri-City CUSD #1 must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course.

b. Additional Software

i. Students are not allowed to load extra extensions/apps on their Chromebooks. Students are responsible for the content of their Chromebooks.Students will be asked to remove apps and media if deemed inappropriate.
ii. Any attempt to change the configuration of the Chromebook will result in immediate disciplinary action.
iii. Any software that violates the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps.

c. Inspection

i. Students may be selected at random to provide their Chromebook for inspection.
ii. Reasons for Chromebook inspection may include, but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

d. Procedure for Re-loading Software

i. If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The District does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
ii. Students are highly encouraged to create a backup of all Chromebook documents and work.
iii. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

e. Software Upgrades

i. Upgraded versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.

ii. Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

a. Parent/Guardian Responsibilities

i. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
ii. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.

b. School Responsibilities

i. Provide Internet and Online Course Material access to students.
ii. Provide Internet filtering and blocking of inappropriate materials as possible.
iii. Chromebooks will be treated similar to the policy surrounding school lockers. Tri-City CUSD #1 reserves the right to review, monitor, and restrict information stored on or transmitted by Tri-City CUSD #1 owned equipment and to investigate inappropriate use of resources.
iv. Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

c. Student Responsibilities

i. Use computers/devices in a responsible and ethical manner.
ii. Obey general school rules concerning behavior and communication that apply to technology use.
iii. Use all technology resources in an appropriate manner so as to not damage school equipment.
iv. 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.
v. Use or possession of hacking software is strictly prohibited.
vi. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
vii. Return Chromebooks to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
viii. Monitor all activity on their account(s).

d. Student Activities Strictly Prohibited

i. Illegal installation or transmission of copyrighted materials.
ii. Any action that violates an applicable existing or future Board policy and any applicable laws.
iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
iv. Use of chat rooms, sites selling term papers, book reports, and/or other forms of student work.
v. Use of Messaging services
vi. Changing of Chromebook settings (exceptions include personal setting such as font size, brightness, etc)
vii. Spamming (sending mass or inappropriate emails)
viii. Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts, Facebook, other social media sites, etc.
ix. Gaining access to another student's or staff member's accounts, files and/or data.
x. Use of the District's Internet/Email accounts for financial or commercial gain or for any illegal activity.
xi. Sending anonymous or misleading communications for any inappropriate purpose via any means.
xii. Students are not allowed to give out personal information without the permission and supervision of their parents or a school staff member over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, Amazon, email, etc.
xiii. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
xiv. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/ or damage software components) of school equipment will not be allowed.
xv. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
xvi. Bypassing the Tri-City CUSD #1 web filter.

e. Chromebook Care

i. Chromebook batteries must be charged and ready for school each day.
ii. Only labels or stickers approved by the District may be applied to the device.
iii. Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction.
iv. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
v. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.

vi. Chromebooks that are stolen must be reported immediately to law enforcement (the police report must be submitted) and to school administration.

f. Legal Propriety

i. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
ii. Plagiarism is a violation of the Tri-City CUSD #1 Code of Conduct. 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.
iii. Use or possession of hacking software is strictly prohibited.

g. Student Discipline

i. If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook and the Acceptable Use Policy).

7. PROTECTING AND STORING YOUR CHROMEBOOK

a. Chromebook Identification

i. The District will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook on a 4-year rotational basis. They will be collected at the end of each school year.

b. Storing Your Chromebook

i. When students are not using their Chromebooks, they should be stored in their lockers. During gym periods, it is recommended that students use either their gym locker provided by the school district or place them in their student lockers.
ii. To prevent damage, nothing should be placed on top of the Chromebook.

c. Chromebooks Left in Unsupervised Areas

i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, and hallways.
ii. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In School Suspensions, and Out of School Suspensions. Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook and peripherals.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting setting on someone else's Chromebook.
- Adding a credit/debit card to a Google Account (Google Wallet) to purchase music/videos/unapproved apps.
- Logging in under personal Google Account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

9. DIGITAL CITIZENSHIP

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

1. 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.
2. 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.
3. 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.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will suitably cite all uses 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.

6. 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.

10. CHROMEBOOK REPAIR PROCESS

a. Vendor Warranty

i. The equipment vendor has a one year hardware warranty on the Chromebook.
ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses/spyware.
v. Please report all Chromebook problems to your school administration.

b. Chromebook Technical Support

i. ALL REPAIRS must be completed by District technology staff.
ii. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
iii. Replacement Chromebooks must remain at the school.
iv. Replacement Chromebooks will only be issued for use in school until all costs of replacement have been paid.

c. Chromebook Repairs and Parts Cost Estimates

i. Parts Cost Estimates

Chromebook Full Replacement	$273.00
System Board	$219.00
AC Adapter and Cord	$30.00
Battery Pack	$50.00
Keyboard and Touchpad	$50.00
Wi-Fi Card	$50.00
Display Screen	$75-$100
Display Enclosure	$25.00
Webcam and Microphone	$25-$30
Speakers	$10

Tri-City CUSD #1
Chromebook Agreement

Before receipt of the Chromebook, please complete and return the attached Chromebook Use and Expectations and User Agreement and return to your child's school. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Student Technology Acceptable Use Policy.
- The website and social media guidelines (below).
- Tri-City CUSD #1 owns the Chromebook, software, and issued peripherals.
- In no event shall Tri-City CUSD #1 be held liable to any claim of damage, negligence, or breach of duty.
- This handbook may be updated, changed and modified at the sole discretion of Tri-City CUSD #1. Advance notice will be provided if any changes are to occur. Please sign and return the following documents to your child's school office.

Part 1: Student Information

Please complete the boxes below to identify the student and their assigned device. Signing indicates you have read and understand the Chromebook policies.

Student Name:	Grade Level:
Student Signature:	Date:
Parent Signature:	Date:

Part 2: Website and Social Media Guidelines

Student Initials		Parent Initials
	Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, it is True, Helpful, Inspiring, Necessary, Kind?)	
	It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts (plagiarism). It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
	Students will have access to YouTube. They are expected to use it for school provided/related links only.	