

Chequamegon High School



Google Chromebook Program

Policy, Procedures, and Information

2023-2024

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1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Student Chromebooks and chargers are assigned to each student after they have completed a Chromebook User class and turned in pledge.
- Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
 - Serial Number - bottom
 - Student Name label
 - Barcode label
- Students are only allowed to use the Chromebook with their assigned barcode number.
- Chromebooks are checked out through the HS, MS, and ES LMC.
- Students will need to have all previous Chromebook fees paid or a payment plan set up before a Chromebook will be issued.

1.2 Chromebook Yearly Check-in

- Chromebooks and chargers must be returned prior to leaving :
 - at the end of the school year
 - before the student leaves the district
- Chromebooks and chargers must be returned in good working condition. The student will be charged for any needed replacement parts required for full functionality, not to exceed the replacement cost of the Chromebook and/or charger.
- Failure to return the Chromebook and any other peripheral devices/tools provided will result in a theft report being filed with the local Police Department.

1.3 Damage Reports and Fines

- The student must report damage and loss or other malfunctions immediately with their assigned Chromebook and/or charger. Use the procedure outlined in section 1.4.

1.4 Reporting Damage or Malfunction

All students should use the following procedures to report damage to or malfunction of their Chromebook.

1. Take your Chromebook and/or charger to the HS LMC.
2. Fill out a Repair Form which will indicate the nature of your problem.
3. The Chromebook or charger will be delivered to the appropriate person for assessment and repair.

1.5 Inappropriate Action - Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document and/or the student handbook or District policies, he/she will be disciplined in accordance with the district discipline policy and procedures outlined below.

- 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 Wisconsin Open Records Act; proper authorities will be given access to their content.

The following example behaviors will result in consequences which may include any options within the student/parent handbook, blacklisting, temporary or permanent restrictions including losing chromebook privileges for a period of time determined by administration.

- Tampering with software
- Inappropriate Use
- Causing destruction to Chromebook
- Excessive use of YouTube other non/educational resources
- Filter abuse
- Playing Games
- Using proxies/VPN to bypass the filter

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of their assigned Chromebook. The guidelines below should help guide a student in the proper care of the Chromebook. A failure to follow these guidelines will be considered a technology violation and will be subject to appropriate disciplinary action and applicable fines.

2.1 General Precautions

- The Chromebook is school property and all users will follow the rules and guidelines outlined in this document and other Chequamegon School District applicable policies.
- Only use a clean, soft cloth to clean the screen, and do not use cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must have a Chequamegon School District barcode tag on them at all times and this tag must not be removed or altered in any way.
- Vents **CANNOT** be covered.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as this could cause the device to break.
- Never place your Chromebook on the floor as someone could accidentally step on it.
- Food or drink should not be next to your Chromebook while it is in use.
- Never transport your Chromebook with any cord plugged in.
- Do not leave technology in extreme temperatures example: frigid cold temperatures overnight during winter; dashboard of car during hot sunny afternoons.

2.2 Carrying Chromebooks

Chromebooks will be transported from home to school and from class to class on a daily basis. The following guidelines should be followed to ensure safe transportation (excludes cartered ES students technology use).

- 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.
- Carrying cases or computer sleeve use is encouraged but not provided by the District. This is a good way to personalize and protect your assigned Chromebook.

2.3 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, locker rooms, LMC, 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. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

2.4 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Chromebook screens are fragile. Please follow the rules to protect them.
 - Do not touch, press or bend the back screen.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that can put pressure on the screen.
 - Do not place anything in the carrying case that will press against the cover.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or ear buds.)
 - Clean the screen with a soft, dry cloth or anti-static cloth.
 - Do not touch the screen with anything that will mark or scratch the screen surface.
- If your Chromebook screen or keyboard needs cleaning the only approved cleaner and method is a soft cloth dampened with a 50/50 mixture of water and isopropyl alcohol gently applied. See HS LMC for assistance and/or supplies.

2.5 Inspection

- Students are required to present their Chromebook for inspection when requested.
 - Reasons for Chromebook inspection may include, but are not limited to the following: functionality, maintenance, serviceability, and various violations of student responsibilities when using the Chromebook.
- Staff are allowed to confiscate a Chromebook or other electronic devices from any student at any time if the staff member suspects misuse or violations are occurring.

Confiscated Chromebooks or other devices are brought to the office for processing and necessary disciplinary action, if appropriate.

3. USING YOUR CHROMEBOOK AT SCHOOL

Classroom assignments, school messages, announcements, calendars, and schedules can be accessed using the Chromebook. Chromebooks are not required for every class, students will bring their Chromebook to class when specifically requested by the teacher.

3.1 Chromebook Left at Home

- It is the responsibility of the student to bring a charged Chromebook to school each day.
- Loaner Chromebooks are not available distributed to students who forget their Chromebook at home.

3.2 Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when their assigned Chromebook is turned in for repair. Please note that there may be a delay in getting a loaner Chromebook should there be a shortage or the issue is of a disciplinary nature.
- Students using loaner Chromebooks will be responsible for a loaner Chromebook as they are the assigned Chromebook.

3.3 Photo Library, Screensavers, Background photos

Chromebooks are subject to search at any time and all stored accessed content must follow school rules and expectations.

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Images such as guns, weapons, pornographic or otherwise offensive materials, along with images related to alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.

3.4 Sound, Music, Games, or Programs

- 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.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Chequamegon School staff only.
 - Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

3.6 Saving to the Chromebook

- Students may save work to their Google Drive accounts via the Chromebook.
- Files may also be stored or opened from an SD card or USB drive on the Chromebook.

- It is the student's responsibility to ensure that their work is saved to their Google Drive and therefore not lost due to mechanical failure or accidental deletion.
- Students are highly encouraged to manage their Google Drive data to ensure that enough space is available for school created content.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.
- Prior to leaving the district, or graduating, students who want to retain any of their work need to transfer any work to a personal account.
 - Students can use Google Takeout to transfer any work to a personal account.
 - Graduate students have until January 31st of the following year to transfer any work. Students will be notified by email prior to their accounts being suspended and/or archived.

4. SOFTWARE ON CHROMEBOOKS

4.1 Originally Installed Software

- The extensions/apps originally installed by Chequamegon High School must remain on the Chromebook in usable condition and be easily accessible at all times.

4.2 Additional Software

- Chequamegon School will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
 - When a Chromebook starts up, it updates itself automatically, it will have the most recent version of the Chrome operating system and updated apps/extensions.
 - Students are encouraged to shut down their Chromebook after the last class period of each day to allow for updates to occur.
- Any intentional tampering of the Chromebook, its software or its configuration will result in an immediate disciplinary action that may include any appropriate responses from the student parent handbook and removing the chromebook from the students possession for a period of time determined by administration.
- Any apps/extensions that break the Chequamegon School District policies or that are deemed inappropriate for use in school are not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.
- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.

4.3 Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.

- Students are required to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the operating system.

4.4 Software Violations = Internet User Agreement

- 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 Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
- Bypassing the Chequamegon School District web filter through a web proxy will result in an immediate disciplinary action.
- 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 any forms of viruses or malware.
- 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 student handbook and other applicable school policies.
- At Chequamegon School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At [insert name of school/district], students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.
- The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:
 - What personal information does Google collect?
 - How does Google use this information?
 - Will Google disclose my child's personal information?
 - Does Google use student personal information for users in K-12 schools to target advertising?
 - Can my child share information with others using the Google Workspace for Education account?
- Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

5. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

5.1 Parent/Guardian Responsibilities = Internet User Agreement

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

5.2 School Responsibilities = Internet User Agreement

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able and in compliance with state and federal laws.
- Use diligence in monitoring student use to ensure a safe and developmentally appropriate Internet environment for all students.
 - The Chequamegon High School reserves the right to review, monitor, and restrict information stored on or transmitted via Chequamegon School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

5.3 Student Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Follow all district policies that apply to the use of technology in school. In addition, teachers may set additional rules and expectations within their classrooms.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Take a proactive role to aid Chequamegon School in the protection of our computer system/device by contacting a teacher or the Principal about any security problems they may encounter.
- 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.
- 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.
- If a student should receive emails on their school-provided account that contains inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Students who terminate enrollment for any reason at Chequamegon High School are responsible for making sure that their Chromebook, case and other peripherals are returned before they leave.
- Monitor all activity on their account(s).

5.4 Student Activities Strictly Prohibited = Internet User Agreement

Students are strictly prohibited from the following actions while using their Chromebook. Any violations of the following actions will result in disciplinary actions.

(Chequamegon High School reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or messaging services outside the school domain
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts, Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Participation in illegal activity
- Use of the school's Internet and e-mail accounts for financial or commercial gain
- Sending anonymous or misleading communications for any inappropriate purpose by any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents
- School accounts may not be used to set up Internet accounts that are not approved
- 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
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Chequamegon School District web filter through a web proxy

6. Repairing and/or Replacing your Chromebook

6.1 Chromebook Repair Costs and Insurance

- Students are responsible for any damage to their Chromebooks, including but not limited to:
 - Broken screens
 - Missing keys
 - Physical damage to the exterior
 - Water damage
 - Damage caused by dropping or misuse
- The cost of repairing or replacing damaged Chromebooks will be the responsibility of the student or their parent/guardian.

- Students who damage their Chromebooks may be subject to disciplinary action, up to and including suspension and loss of technology privileges.

6.3 Replacing Chromebook

- Replacement of a Chromebook will be made by a joint discussion with the HS LMC personnel, IT Department personnel, and Administration.

6.4 Chromebook Technical Support

Technical support will be available or arranged in the High School LMC.

Services provided include the following:

- Scheduling hardware maintenance and repairs with the IT department.
- Password resets.
- User account support.
- Coordination and completion of warranty repairs with the IT department.
- Distribution of loaner Chromebooks.

7. STUDENT AND PARENT PLEDGE AND SIGNATURE PAGES

Chequamegon High School Student Pledge for Chromebook Use

1. I will take care of the Chromebook assigned to me.
2. I will not disassemble any part of my Chromebook or attempt any repairs.
3. I will use my Chromebook in ways that are appropriate and meet Chequamegon High School Eagle expectations.
4. I will not deface the serial number, barcode, and name label sticker on any Chromebook.
5. I understand that all Chromebooks are subject to inspection at any time without notice and remain the property of the Chequamegon School District.
6. I will be responsible for all damage or loss caused by neglect or abuse.
7. I agree to return the District's Chromebook in good working condition.
8. I am a proactive digital citizen when using a Chromebook.
9. I give permission for Chequamegon School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice (4.4).
10. I understand the use of the Chromebook is subject to any applicable provisions of the Chequamegon High School Student Handbook and any individual building policies and procedures.
 - a. Policy #7540 - NETWORK AND INTERNET ACCEPTABLE AND APPROPRIATE USE
 - b. Policy #5518 - ELECTRONIC COMMUNICATION DEVICES (ECD), WEB ENABLED DEVICES (WED), AND BRING YOUR OWN DEVICE (BYOD)
 - c. Policy #7540.03 - INTERNET SAFETY PLAN

CHROMEBOOK USE PLEDGE

This agreement must be signed by the student and parent before a Chromebook will be issued. Please return this signed page to the Chequamegon High School office.

I /We agree to the stipulations set forth in the document Chequamegon High School Google Chromebook Program: Policies, Procedures, and Information and hereby agree to the statements outlined in the Student and Parent Pledges for Chromebook Use.

Student Name (Please Print) _____ Grade: _____

Parent Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

