



St. Clair R-XIII

School District

Chromebook Policy Handbook

2023 - 2024



The policies, procedures, and information within this document apply to all Chromebooks used at St. Clair School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

“Committed to Excellence”

Mission Statement

The mission of Saint Clair School District's 1:1 program is to create a collaborative learning environment for all learners. This learning environment will provide students and teachers the opportunity to utilize innovative technology while enhancing engagement with content and promoting the development of self directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

St. Clair School District provides lifelong learning opportunities today, in preparation for tomorrow, so all students may succeed in a changing world.

Use of Technology

St. Clair R-XIII students will be issued Google Chromebooks for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, and care of the Chromebook. Additionally, the last pages of this document contains the St. Clair School District Chromebook Agreement, Chromebook Policy Sign-Off Sheet, and Student Pledge Sheet for parents and students to complete before a Chromebook will be issued to the student.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right. Everything done on any school-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology may result in limited or banned computer use, removal from courses, loss of credit, receiving a failing grade, and/or disciplinary consequences. To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the St. Clair School District's Technology Policies.

Ownership of the Chromebook

St. Clair School District retains sole right of possession of the Chromebook. We lend the Chromebook to the students for educational purposes only for the academic year. Additionally, administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. The district will maintain a log of all Chromebooks including Chromebook serial numbers, asset tags, and the name of the student assigned to the device.

Receiving Your Chromebook

All parents/guardians and students are required to review and sign the St. Clair School District Chromebook Agreement, Chromebook Policy Sign-Off Sheet, and Student Pledge Sheet before a Chromebook will be issued to their student. Chromebooks will be distributed to students with completed paperwork and no outstanding technology fees. **Students who currently have outstanding technology fees and/or do not have the appropriate technology paperwork on file will not be issued a Chromebook until the debts have been resolved and/or paperwork has been completed.**

Returning Your Chromebook

At the end of the school year, students will turn in their Chromebook, protective carrying case, and power charger. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Students who transfer out of or withdraw from St. Clair School District must turn in their Chromebook and accessories to the library on their last day of attendance. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost. Unpaid fees of students leaving St. Clair School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Training

Students will be trained on how to use the Chromebook by their teachers and librarian. Students are also encouraged to research and learn on their own. St. Clair Junior High and High School also have student members of the Tech Squad that can provide additional training to any students upon request.

Taking Care of Your Chromebook

Students are responsible for the general care of their school issued Chromebook. Chromebooks that are broken or fail to work properly must be taken to the library. See “Repairing/Replacing” your Chromebook on page 8 for more information.

General Precautions

- No food or drink near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time, including in your vehicle. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.

Protective Case

- 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 his/her device.
- For those students who have been issued an always-on case ,it should remain on the Chromebook at all times.

Carrying Chromebooks

- Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen or use a pen or pencil to trace from the screen.
- Do not play anything in the protective case that will press against the cover.
- Do not put pressure on the top of a Chromebook when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

Asset Tags

- Asset tags and serial number stickers may not be modified or tampered with in any way. Intentional removal, altering, or tampering may result in disciplinary action.

Using Your Chromebook

Students are expected to 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.

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

- A student may go to the library and check out a loaner for the day, provided one is available. Devices will be on a first-come, first-serve basis.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was his/her original school issued device.
- The students who obtain a loaner will be responsible for returning the borrowed device to the library help desk before the end of the day.
- The library will document the number of times a loaner is issued to each student for not having their own device and send reports to the principal's office for those students that have more than 3 occurrences during the school year.

Chromebooks being repaired

- In order to receive a loaner Chromebook, student Chromebook repair fees must be paid. The librarian will estimate the cost of repair based on the student's number of claims and type of repair. If the estimated repair cost is less than the actual repair cost, the librarian will reimburse the student

upon pick up of the repaired Chromebook. If the cost of repairs is more than the estimated repair cost, the student will be responsible for paying the difference.

- Issuance of loaner Chromebooks will be at the discretion of the librarian. The librarian may refuse issuance of a loaner Chromebook based on the nature of the repair and the number of claims the student has.
- Only students who have paid the yearly usage fee will be eligible for loaner Chromebooks.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was their original school issued device. Damage or loss of loaner Chromebooks will count towards the student's number of claims.
- Loaner Chromebooks may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up from the library. The loaner Chromebook must be returned when the repaired Chromebook is picked up.

Charging Chromebooks

- Students should charge their Chromebooks at home every evening and bring their Chromebook to school each day fully charged.
- A fully charged Chromebook battery should last throughout the entire school day.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes.
- St. Clair School District administrative staff have the right to change a background or theme on a Chromebook at any time for any reason.

Sound

- 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 teachers.
- Students should purchase their own personal set of headphones for sanitary reasons if they wish to use them with their Chromebook.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school.
- Printing will still be made available on an as needed basis in the library from a desktop computer.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education (stcmo.org) account.
- Students should never share their account passwords with other students.
- If a student believes their password has been compromised, they have forgotten their password, or they would like to change their password, they can do so in the library.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in 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's hard drive.
- Students should always remember to save frequently when working on digital media when working outside of Google Drive.
- The school 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 applications.

Protecting & Storing Your Chromebook

Storing a Chromebook

- When students are not monitoring their Chromebook, it should be stored in their lockers with the lock securely fastened.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular events. A locked locker is suggested for storage.

Chromebooks Left in Unsupervised / Unsecured Areas

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the office.
- Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are also able to log into their school Google accounts from any computer with internet connection. Students are bound by the St. Clair School District Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks or their school Google account.

Software and Security

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact the librarian to request the site be unblocked.

Software

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools.
- All work is stored real time in the cloud on Google’s secure servers. This cloud based storage allows students to access their work anywhere and from any device with internet access.
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store to their Chromebook. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Students are unable to install additional software on their Chromebook other than what has been approved by St. Clair R-XIII.
- There is no need for additional virus protection to be installed on a Chromebook.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

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 school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Yearly Usage Fee and Coverage

St. Clair School District requires a Chromebook usage fee to be paid prior to students being able to take their device home. The fee is \$20 per device, unless three or more children are at the secondary level (see sliding scale below), and will be paid during student registration. The fee is \$10 per device for those students who enroll at St. Clair after first semester. If you elect not to pay the yearly usage fee, your student will become a “day user” as defined in the subsequent section.

YEARLY USAGE FEE SLIDING SCALE

1 Child	2 Children	3 Children	4 or more Children
\$20	\$40	\$50	\$60

Day User

Students who have not paid their yearly usage fee will be considered a “day user” unless payment is made. Day users must leave their Chromebooks at school. Failure to do so will result in disciplinary action. Day users will be required to pay the full cost of repairs due to rejection of school provided coverage. If students owe for repairs from the previous school year, they will be a “day user” until all fees are paid.

Repairing/Replacing Your Chromebook

Chromebooks Needing Repair

- All Chromebooks in need of repair must be brought to the library as soon as possible.
- Repaired Chromebooks will be reset to original factory settings. It is important that students keep their school data synced to their Google Drive so documents and class projects will not be lost.

Claims/Coverage

Each claim will be assessed a deductible within the current school year to be paid for by the student. See the chart below for claims and associated fees. The number of claims will reset at the beginning of the school year. Summer School is included in the current school year. If a student withdraws from St. Clair R-XIII School District and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

First Claim	Second Claim	Third Claim+
up to \$50.00	up to \$100.00	up to \$280.00

Estimated Costs of Repairs

The following are estimated costs of Chromebook parts and replacements and are subject to change. Students will be required to pay these repair or replacement costs if the Chromebook and/or accessories are damaged or lost. All costs are being listed as close as possible to the current actual cost incurred by St. Clair School District to purchase these items.

- Replacement of the Chromebook is \$300 for a Dell device

Dell 3120 Parts		Cost	Dell 3100 Parts		Cost
LCD Assembly and Screen		\$100.00	LCD Assembly and Screen		\$140.00
LCD Screen		\$90.00	Screen		\$100.00
Keyboard		\$85.00	Keyboard		\$85.00
Battery		\$35.00	Battery		\$50.00
LCD Back Cover		\$40.00	LCD Back Cover		\$50.00
LCD Front Cover		\$27.00	LCD Front Cover		\$40.00
External AC Charger		\$35.00	External AC Charger		\$35.00
Motherboard		\$160.00	Motherboard		\$160.00
USB Daughterboard		\$25.00	Touchpad		\$30.00
Audio Jack		\$13.00	Audio Jack		\$20.00
Protection Case		\$25.00	Protection Case		\$25.00

Chromebook Warranties

Samsung & Dell warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date St. Clair R-XIII takes delivery of the

Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or, if necessary, replace the Chromebook. The Samsung & Dell warranties **DO NOT** warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the library. If a Chromebook becomes defective (at no fault of the student) after the Samsung or Dell warranty expires, St. Clair R-XIII will replace the Chromebook at no charge with a refurbished Chromebook.

Damage or Loss Due to Act of Nature or Theft:

Coverage will cover damage to or loss of the Chromebook due to an act of nature or theft, including but not limited to fire, flooding, robbery, etc. The St. Clair R-XIII School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Technology Acceptable Use

General Guidelines

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at St. Clair R-XIII School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the St. Clair R-XIII School District.
- Access to the St. Clair R-XIII School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the St. Clair R-XIII Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (St. Clair R-XIII School District Chromebook Policy) contains.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card

- numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the St. Clair R-XIII School District discipline code. 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.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the St. Clair R-XIII School District. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- District issued student email accounts will only be able to communicate with other St. Clair R-XIII students and faculty.

Consequences

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the St. Clair R-XIII Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

St. Clair R-XIII School District Chromebook Policy Handbook Sign-Off and Student Pledge 2023-2024

Registration Information:

Device must be present, or will be issued.

\$20, or appropriate insurance fee will be due.

All prior fees & fines must be paid in full on or prior to registration date.



Office Use Only:

Day User ____ Take Home ____

Paid: ____ Receipt #: ____

Grade: ____

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- 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 know where my Chromebook is at all times.
- **If attending school in-person, I will charge my Chromebook battery to full capacity each night and bring it to school daily.**
- 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.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. Clair R-XIII School District.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- 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, power cord/charger, and case in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and case in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

“Committed to Excellence”

ST CLAIR R-XIII SCHOOL DISTRICT

STUDENT/PARENT CHROMEBOOK USAGE and COVERAGE AGREEMENT

2023-2024

In this agreement, "Chromebook" means Chromebook and all its components, software, battery, charger, and accessories (bag, pouch, ID tag, straps).

Student Name: _____

Parent and Student please initial each section:

P: S:	TERMS: - You agree to pay a \$20 yearly device usage fee. - You will comply at all times with the St. Clair R-XIII School District's Chromebook Policy Handbook and its guidelines as well as the St. Clair R-XIII Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
P: S:	TITLE: Legal title to the Chromebook is to St. Clair R-XIII School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
P: S:	LOSS OR DAMAGE: If the property is accidentally damaged or incurs loss due to an act of nature, St. Clair R-XIII School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P: S:	REPOSSESSION: Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
P: S:	TERM OF AGREEMENT: Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from St. Clair R-XIII School District.
P: S:	APPROPRIATION AND PAYMENT OF FEES & FINES: - Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and bag. - All fees and fines must be paid on a yearly basis on or prior to the registration date.

ST CLAIR R-XIII SCHOOL DISTRICT

STUDENT/PARENT CHROMEBOOK DAY USER AGREEMENT

2023-2024

In this agreement, "Chromebook" means Chromebook and all its components, software, battery, charger, and accessories (bag, pouch, ID tag, straps).

Student Name: _____

Parent and Student please initial each section:

P: S:	TERMS: - You choose to be a day user, which means you are fully responsible for any damages that occur to the Chromebook, while in your use, and are reliable to pay full price of the designated repairs. You will leave your Chromebook at school, which means it is not allowed to go home without disciplinary action. - You will comply at all times with the St. Clair R-XIII School District's Chromebook Policy Handbook and its guidelines as well as the St. Clair R-XIII Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
P: S:	TITLE: Legal title to the Chromebook is to St. Clair R-XIII School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
P: S:	LOSS OR DAMAGE: If the property is accidentally damaged or incurs loss due to an act of nature, St. Clair R-XIII School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P: S:	REPOSSESSION: Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
P: S:	TERM OF AGREEMENT: Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from St. Clair R-XIII School District.
P: S:	APPROPRIATION AND PAYMENT OF FEES & FINES: - Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and bag. - All fees and fines must be paid on a yearly basis on or prior to the registration date.

St. Clair R-XIII School District
STUDENT Contract for Access to Technology Resources

I, _____ accept to abide by the following rules:

(Print student name)

- I have received a copy and have read the District's Acceptable Use Policy.
- I understand that the primary purpose of the St. Clair R-XIII School District's technology resources are educational, and that the use of this technology is solely to support educational objectives of the District.
- I understand that inappropriate behavior may lead to penalties including revoking or suspension of my access, disciplinary action, and/or legal action.
- I agree not to participate in the transfer of illegal materials (including those which may be considered treasonous or subversive) through the use of the St. Clair R-XIII School District's technology resources. I understand in some cases, the transfer of such material may result in legal action against me.
- I understand not to allow other individuals to use any account(s) assigned to me for network or Internet activities, nor will I give anyone my password(s).
- I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone via the Internet.

Signed, _____

Signature of Student

Print Student Name

Date _____ Grade _____ School _____

Your child has requested access to St. Clair R-XIII School District's Technology resources. This access includes connections to computers through the Internet, which could include email and blogging in a secure location within the St. Clair R-XIII School District. Please read the attached Acceptable Use Policy with your child. In submitting a signed application, your child accepts responsibility of using any of the District's technology resources in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature, indicating that you have read and agreed to our Use Policy is necessary before access will be granted.

As the parent/guardian of the child named above, I have read both the St. Clair R-XIII School District's Acceptable Use Policy and this contract. I will not hold any teacher, any school, or the school district responsible for or legally liable for materials distributed to or acquired from any of the District's technology resources. I accept full responsibility and liability for the results of any of my child's actions with regards to the use of the District's technology resources. Should my child violate any portion of this policy, I understand that I may be held financially liable for any costs incurred by the District to remedy the damage results from the violation(s).

PLEASE INDICATE YOUR CHOICE BY PLACING YOUR INITIALS IN ONE OF THE SPACES:

_____ I DO _____ I DO NOT
want this to include access to the internet and other resources.

Parent/Guardian Signature _____

Print Parent/Guardian Name _____ Date _____

Home Phone _____ Cell _____ Work Phone _____



St. Clair R-XIII School District Chromebook Policy Frequently Asked Questions



What kind of software does a Chromebook run?

Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

Are students required to have them at school each day?

Yes. We do expect these devices at school each day as they are fundamental learning tools for the types of instructional experiences that are now being built at St. Clair R-XIII School District. Students will need to charge their device overnight so that it is fully charged at the beginning of each day.

Can my student use their device at home if we don't have access to the internet?

The Chromebook is heavily dependent on an internet connection, but there are word processing, spreadsheet, and presentation options that will work in offline situations as well.

Can the Chromebook be used anywhere?

Yes, as long as there is a Wi-Fi signal to access the web.

How can a student access a device if their Chromebook is being repaired?

The district has purchased a number of loaner devices that will be available for distribution through the Library Media Center once coverage claim fees have been paid. Students may also use a device in the library throughout the school day.

Will Chromebooks take the place of all textbooks?

Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning.

How are these web-based applications managed?

The St. Clair R-XIII School District Technology Department will maintain and manage all devices through our Google Apps for Education account. The Technology Department can pre-install as well as block specific web-applications from a centralized management console.

What devices can I connect to a Chromebook?

Chromebooks can connect to:

- USB storage, mice, and keyboards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

- Chromecast