



East Peoria Community Unit School District 309

Chromebook Handbook

As part of its commitment to integrating technology into the curriculum, the East Peoria Community Unit School District #309 has purchased Chromebooks and their related accessories for students' individual use. Each student in grades 9-12 will be loaned a Chromebook for the upcoming school year. In order for a student to be loaned a Chromebook, you and your student must read, sign, and return the attached Acknowledgement. This Handbook is valid for the 2019-2020 school year. A new Handbook will be provided and a new Acknowledgement must be signed when a student is loaned a Chromebook for the following year.

Students in Grades 9-12 will be loaned a Chromebook for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your student are responsible for the appropriate care, handling, and use of the Chromebook as outlined in this Handbook. If the District changes this Handbook at any time during the school year, the District will notify you of the change(s).

A. Using the Chromebook

1. Acceptable Use of Chromebook

Your student's use of the Chromebook, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your student may not use (or allow others to use) the Chromebook loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network. By using the Chromebook, you and your student agree to abide by Board Policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your student's loss of the privilege of using the Chromebook; discipline, up to and including suspension or expulsion; and referral to law enforcement.

2. Using the Chromebook.

All students are provided a District account, including a username and password. Students must use that account when logging on to the Chromebook.

a. Using the Chromebook at School.

Unless otherwise instructed, the Chromebook is intended for use at school every day. He/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your student a loaner Chromebook in the event he/she forgets the Chromebook.

b. Using the Chromebook Outside the District

In the event your student uses the Chromebook at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

i. Parent Responsibility for Supervision Outside the District.

The District's filters will run on your student's Chromebook outside of school. However, the District is not responsible for supervising students' use of the Chromebook and Internet activity outside of school. While your student is using the Chromebook assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

ii. Technical Support Outside the District.

The District cannot guarantee the Chromebook will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Chromebook that impairs its performance in school may be removed by District staff.

3. Email Accounts.

All students are issued a District email address through Google's Gmail. Every email sent and received from a District email account, whether at home or school, is archived and property of the East Peoria Community School District. The District makes every attempt to block objectionable material, however, if your student receives an inappropriate email, your student should report it immediately to an adult.

4. Accessories.

The District will provide a mandatory carrying case necessary for use of the Chromebook. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, etc.) for the device rests with you and your student. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

5. Caring for the Chromebook.

The Chromebook assigned to your student remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Chromebook, if any, your student must care for the Chromebook as follows:

- Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Chromebook.
- Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Chromebook.
- Don't leave the Chromebook in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- Keep food and beverages away from the Chromebook.
- Make sure the Chromebook is secure when it is out of your student's sight. Don't leave it in an unlocked locker, a desk, or other location where someone might take it.
- Your student's Chromebook will have a service tag/asset tag to identify it. Write this number down so you can identify the Chromebook.

B. Responsibilities of Students and Parents

1. Technology Fee.

In order for your student to be loaned a Chromebook, and to be consistent with the Student Handbook, you must pay a technology fee each school year. The 2019-2020 technology fee is \$25.

2. Returning of the Chromebook.

The Chromebook is the property of the District for the full year the Chromebook is loaned to the student. Chromebooks and any related accessories must be returned to the District by the last day of the current school year.

If your student withdraws from the District during the school year, you must return the Chromebook and any related accessories before your student's last day of attendance. The Chromebook and accessories must be returned in operable condition, with all parts intact. If your student fails to return the Chromebook and any related accessories, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

C. Chromebook Data and Software

1. Managing Your Files and Saving Your Work.

Work done on a Chromebook is typically saved to Internet-based storage space (i.e., the “cloud”). It is your student’s responsibility to make sure his/her work is not lost due to a failure or loss of the Chromebook.

2. Personal Content on the Chromebook.

Your student should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Chromebook potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your student’s responsibility to backup all personal content stored on the Chromebook, if any.

3.Chromebook Data as District Records.

Data saved to the Chromebook or to the cloud via the Chromebook are not maintained by the District as public records or as student records. In the event data stored on a Chromebook or stored in the cloud via a Chromebook needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

4. District-Required Software.

The District will provide any software/apps required to use the Chromebook for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.

5.Prohibited “Jailbreaking.”

“Jailbreaking” is the act of replacing the manufacturer’s operating system with custom software, allowing the user to circumvent the manufacturer’s security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Chromebook voids the manufacturer’s warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

6. Personal Software.

Your student is not permitted to install additional software or apps on the Chromebook.

7. No Expectation of Privacy.

There is no expectation of privacy for any communication made using the Chromebook or for any content created, accessed, or stored on the Chromebook. The District reserves the right to inspect the Chromebook and its contents at any time and for any reason.

D. Repair of, Loss of, or Damage to Chromebook

1. Technical Support & Chromebook Loaners.

During the school year, if your student's Chromebook is not functioning properly, students should bring the Chromebook to the Library/Media Center. If necessary, a technical support employee of the District will assess the Chromebook and attempt to correct any problems with it. Students will be issued a loaner device, if available, while this student's Chromebook is being repaired. The loaner Chromebook should be treated the same as the student's device as set forth in this Handbook.

2. Loss of or Damage to Chromebook.

If your student's Chromebook is lost or damaged, you or your student must report it immediately to the library/media center. If you believe your student's Chromebook requires repair, you must submit a helpdesk ticket found on sites.google.com/ep309.org/digitalcontentguide. You and your student are responsible for cooperating with the District in the recovery, repair, or replacement of your student's Chromebook. You may also bring your Chromebook to the technology office if you do not have access to the internet.

3. Responsibility for Lost or Damaged Chromebook.

In the event your student’s Chromebook is lost or damaged, you will be responsible for replacement or repairs as follows:

- a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required (no charge and no claim).
- b. If the damage is the result of a student’s negligence or intentional destruction, or if the Chromebook is lost, you will be required to pay in full for the repair or replacement of the equipment according to the District’s cost share program.

Deductible Per Claim			
Claim	Damage/Repair Student Responsibility	Lost Chromebook Responsibility	Students who lose a Chromebook more than once or who fail to pay the cost for damage, will no longer have take home privileges. A Chromebook is defined as lost if it cannot be located by the tech department or student within one week of being reported as lost. All lost chromebooks should be reported to 256C.
1	0% of cost to replace/repair	50% of replacement cost	
2	20% of cost to replace/repair	Full Replacement Cost	
3	80% of cost to replace/repair		
4 or more	100% of cost to replace/repair		
Loss or damage of the case			
1		50% of replacement cost	
2+		Full replacement cost	

Theft: In the case of loss or damage of a Chromebook due to theft, a police report will be required.

Fire: In the case of loss or damage of a Chromebook due to fire, an official fire report from an investigating authority will be required.

E. Waiver and Indemnification

1. Waiver of Chromebook-Related Claims.

By signing the “Chromebook Contract”, you acknowledge that you and your student have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Chromebook (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. By signing this Handbook, you waive any and all claims you or your student (and each of your respective heirs, successors, and assigns) may have against East Peoria Community Unit School District #309, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Chromebook or this Handbook.

2. Indemnification for Chromebook - Related Claims

To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless East Peoria Community Unit School District #309, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Chromebook issued to your student.



East Peoria Community Unit School District 309

District Personal Computing Device User Agreement

A personal computing device is an instructional tool for promoting educational excellence in District 309. They are District 309's property and therefore the district reserves the right to demand an immediate return of the device, access content on the device and access content stored by the device on any external server. The primary goal for using the personal computing devices in District 309 is to promote 21st Century Learning Outcomes. For purposes of this Agreement, all personal computing devices issued by the district are designated as "Chromebooks". This term should be interpreted broadly to include all district Chromebooks, tablets, other laptops, desktops, or any other district issued equipment which includes a computer processor.

Responsibilities

- I understand my Chromebook is to be used solely for educational purposes.
- I will come to school each day with my Chromebook fully charged.
- When in class, I will only use the Chromebook in a manner that is on-task with the current lesson being taught.
- I am responsible for my Chromebook at all times including when I am not using my device. During those times, it will be stored in a secure or locked environment.
- My Chromebook will always be stored in the provided case. I understand it is still vulnerable to damage if dropped, smashed or crushed even when secured in the provided case.
- I will not apply any permanent marks, decorations or modifications to the Chromebook.
- I will only use the Chromebook which has been assigned to me, unless directed otherwise by a staff member.
- I am responsible for the care and protection of the Chromebook and will report any damage or malfunction immediately. I will not attempt to repair or gain access to the internal electronics.
- I will report the loss or theft of the Chromebook immediately to the Deans' Office.
- I will not expose the Chromebook to excessive heat (like a hot car).
- I will keep my password confidential.
- I will not use another individual user account.
- I agree to return the Chromebook, case, power supply and cord in excellent condition at any time requested by a District 309 official and at the end of the school year or if I am un-enrolled from District 309.

Safety

- I will only access educationally appropriate applications or websites which reflect the core values of District 309.
- Use of the Chromebook will only occur under direct parent, guardian or staff supervision to protect me from dangerous or inappropriate content.
- I will not use the Chromebook to post personal information (full name, address, phone number, email) online or engage in online communications without supervision or direction from a parent, guardian, or staff member.
- I will follow the policies outlined in the appropriate District 309 Student Handbook.
- I will not use the Chromebook to engage in academic dishonesty.
- I will not use the Chromebook to access, submit, post, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.



East Peoria Community Unit School District 309

Chromebook Handbook & District Personal Computing Device User Agreement

Failure to follow any of these expectations may result in privileges being denied, revoked, or suspended at any time as well as other consequences specified by the student handbook. In the event of disciplinary action, completion of all classwork remains the responsibility of the student.

Parent or Guardian:

As the parent or guardian of _____, I have read and understand the responsibilities and consequences in the Chromebook Handbook & District Personal Computing Devices User Agreement. I understand the Chromebook is to be used solely for educational purposes and is filtered by the district's web filter both on and off of campus.

Parent or Guardian's Name (Please print)

Parent or Guardian's Signature

Date

Student:

I have read and understand the responsibilities and consequences of the District Personal Computing Device User Agreement. I understand that any use of the Chromebook is also governed by the district's Student Handbook. Disciplinary actions taken as a results of not following the responsibilities outlined in the District Personal Computing Device user Agreement will be consistent with the district's Student Handbook.

Student's Name (Please print)

Student's Signature

Date