

SALISBURY-ELK LICK SCHOOL DISTRICT



2024-2025 CHROMEBOOK POLICY HANDBOOK

SELSD Technology Integration

The Salisbury – Elk Lick School District will be providing Chromebooks to students in grades K-12 in order to help develop relevant digital skills for all of our students. The goal is for these skills to help students in future careers and in college. This handbook is intended to outline the district's expectations of proper handling of district-issued devices and to provide the student/parent user agreement. **Note that a one-time nonrefundable fee of \$25 for use of the technology will be required for each student.**

What is a Chromebook?

Chromebooks are laptop devices that run a Google Chrome operating system and require a Google user account. All SELSD students are currently assigned a Google user account. Chromebooks automatically update and utilize web-based storage so users do not need to worry about hard drive storage.

Student Device Loan Agreement

A device, protective case, and power supply are being loaned to the student for the 24-25 school year. The device, protective case, and power supply remain the property of the Salisbury – Elk Lick School District during this time and are being loaned to the student for **educational purposes only**. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use school-issued equipment. Inappropriate use of the device may result in the loss of student device privileges.

The student may not make, or allow others to make, any attempts to add, delete, access, or modify district-owned information on any device. The SELSD network is provided for the academic use of all students and staff.

Each student has been assigned a student Gmail account through www.selsd.com. This email is for appropriate academic communication only and is for use only within the school district.

Use and Care of the Device

- **Bring your device to school every day.**
- **Charge your device every night.**
- **Do not take images, video, or audio without the subject's consent.** Taking pictures and recording audio or video without consent is inappropriate and unlawful.
- **Maintain only appropriate media content.** A simple rule is that if you wouldn't feel comfortable sharing it with a teacher or your principal, it shouldn't be on your device.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality with regard to any use of district electronic devices (e.g. Chromebooks) or selsd.com Google accounts issued by the district. Without prior notice or consent, the district may access, supervise, view, monitor, and record student use of district-issued devices at any time for any reason related to the operation of the district. Internet browsing history is always logged.

Files downloaded onto student devices become the property of the Salisbury – Elk Lick School District, which may include images, documents, files, and/or apps.

Student Responsibilities

Student Chromebooks are a privilege and can be a valuable educational tool. It is to be **used for educational purposes only**. In order to have technology privileges, you must be willing to accept the following responsibilities:

- When using a district-issued device, I will follow the policies of the Salisbury – Elk Lick School District and agree to abide by all local, state, and federal laws.
- I will treat my device with care: to that end I will make every effort to avoid dropping it, getting it wet, leaving it in a vehicle, outdoors, unsecured, or in a place it may become damaged or stolen.
- I will not lend my device to anyone.
- I will charge my device each night so it has a full charge at the start of every school day.
- I understand if I do not charge my device or forget it at home, I am still responsible for getting my course work completed.
- I agree that email and any other electronic communication should be used for only appropriate, legitimate, and responsible communication.
- I will not disassemble or attempt to repair the device that is issued to me. If it is not working properly, I will notify my teacher or principal. If the device needs to be repaired, a loaner may be provided if the student is eligible and a device is available. Appropriate fees will be charged to the student.

Parent Responsibilities

A Chromebook is being issued to your son/daughter as an academic tool to enhance their overall educational experience. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of your student's device.

- I will support my child by supervising their device usage while they are at home.
- I will not attempt to disassemble or repair the district-issued device, nor will I attempt to clean it with anything other than a dry cloth.
- I will make a report to the school with any problems associated with the device or software.
- I will make sure my child charges the device each night.
- I will return the district-issued device and provided accessories when it is requested by the school or upon my child's withdrawal from the Salisbury – Elk Lick School District.

Incident Assessment Chart

Incident	Cost
1 st Offense – Accidental Damage of device or accessory.	Covered by a \$25 deposit.
2nd Offense – Accident Damage device or accessory.	\$100.00
Intentional Damage	Up to the repair or replacement cost.
Loss/Theft	Replacement cost.

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STUDENT/PARENT YEARLY AGREEMENT

I have read and agree to follow the SELSD Chromebook Policy Handbook. I understand that once I receive the device, it becomes my responsibility to keep it in good condition. I agree to accept the responsibilities listed in this document, and I understand that there is no expectation of privacy on the loaned device.

STUDENT NAME: (Print): _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN NAME (Print) _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

****A one-time non refundable payment of \$25 must be submitted to Salisbury – Elk Lick School District with this yearly agreement in order for the student to receive a district-issued device.**