



FAIRBURY

PUBLIC SCHOOLS

Student Chromebook Policy and Usage Handbook

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

Fairbury Public Schools and its Career and Technical Education Programs does/do not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its activities and programs, including employment policies and practices.

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

Receiving and Returning Your Chromebook

- **Receiving:** Students in grades 7-12 will receive Chromebooks at the start of the school year. New Chromebooks are issued in 7th and 10th grade. Transfer or new students can pick up their Chromebooks from the Fairbury Public Schools Technology Office.
- **Returning:**
 - Chromebooks must be returned at the end of the school year.
 - Damages or missing chargers will incur a charge.
 - Failure to turn in a Chromebook will result in a charge for the full replacement cost. The estimated full replacement cost is \$300.00. The district may also file a stolen property report with the Fairbury Police Department.
 - A cleaning fee may be assessed for dirty machines (e.g., stickers, markers).
 - Graduating seniors may have the option to purchase their Chromebook for \$40.
 - Transferring/withdrawing students must turn in their Chromebooks to the Media Center on their last day of attendance. Unpaid fines may be sent to a collection agency.

Taking Care of Your Chromebook

- Students are responsible for the general care of their issued Chromebooks.
- **Students are fiscally responsible for all repair costs incurred due to damage to their issued Chromebook.**
- Damaged or malfunctioning Chromebooks must be taken to the JR/SH Technology Office. Loaner Chromebooks may be provided during repair.
- Only approved non-adhesive removable skins and decals are permitted and must be removed when returning the device. No stickers or permanent markings are allowed.
- A vinyl skin is like a sticker that does not damage the device. Vinyl skins are acceptable, but district-issued labels (student name and ID) must remain visible. You are required to cut the vinyl skin to ensure labels are 100% visible.
- If a Chromebook needs to be sent for repair or replaced, there is no guarantee that the vinyl skin can be transferred.
- **General Precautions:**
 - No food or drink should be next to your Chromebook while it is in use.
 - Cords, cables, and removable storage devices must be inserted carefully.
 - Do not carry the Chromebook with the screen open unless instructed by a teacher.
 - Chromebooks should not be used or stored near pets.
 - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
 - Chromebooks must remain free of any writing, drawing, stickers, or labels.
 - Shut down the Chromebook when not in use to conserve battery.
 - Do not shove into lockers or book bags, as this may break the screen.
 - Heavy objects should never be placed on top of Chromebooks.
 - Avoid exposure to extreme temperatures or direct sunlight for extended periods. Extreme heat or cold may cause damage. Always bring to room temperature prior to turning it on.

- **Carrying:** Always transport Chromebooks with care. Never lift Chromebooks by the screen. Never carry Chromebooks with the screen open.
- **Screen Care:** The Chromebook screen can be damaged by heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. Do not put pressure on the top of a Chromebook when it is closed. Do not store a Chromebook with the screen open. Do not place anything in the protective case that will press against the cover. Make sure there is nothing on the keyboard before closing the lid. Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

- Bring a fully charged Chromebook to school every day and to all classes unless advised otherwise by their teacher.
- Students are responsible for any damage to or loss of the issued device. Excessive occurrences may result in disciplinary action.
- Loaner Chromebooks must be returned to the Fairbury Public Schools Technology Office before 3:30 pm. Failure to do so will result in a report to the administrator.
- Students should charge their Chromebooks at home every evening. Limited unsupervised charging stations are available in the building on a first-come, first-served basis.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Fairbury Public Schools.
- Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teachers.
- Students will be encouraged to digitally publish and share their work. Students may set up their home printers.
- Log in using your school-issued Google Apps for Education (@fairburyjeffs.org) account. Do not share passwords.
- Chromebooks can be used at home and other locations outside of school, but a WiFi Internet connection will be necessary for the majority of use. All Fairbury Public Schools policies apply when using the Chromebook anywhere.

Operating System and Security

- Students may not use or install any operating system other than the current version of ChromeOS that is supported and managed by the district.
- There is no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The district may monitor and record use at any time for any reason related to the operation of the district.
- Monitoring software may be used by teachers, school administrators, and the technology department staff.
- ChromeOS updates itself automatically.
- Chromebooks use "defense in depth" for virus protection; no additional virus protection is needed.
- The district utilizes an Internet content filter in compliance with CIPA. All Internet activity, in or out of school, will be protected and monitored by the district. Blocked educationally valuable sites can be requested to be unblocked via a Helpdesk ticket.
- Students may be selected at random for Chromebook inspection.

Software on Chromebooks

- Chromebook software is delivered via the Chrome Web Store. Originally installed software must remain on the Chromebook in usable condition.
- Google Apps for Education (Google Docs, Spreadsheets, Presentations, Drawings, Forms, Sites, and Gmail) are seamlessly integrated, with work stored in Google Drive.
- Students are able to install additional approved apps and extensions.
- When signing up for specific services on their device, students should ALWAYS use their @fairburyjeffs account.

Repairing or Replacing Your Chromebook

- All Chromebooks in need of repair must be brought to the Fairbury Public Schools Technology Office as soon as possible. All repair work must be reported to the Fairbury Public Schools Technology Help Desk.
- **Estimated Costs (subject to change):**
 - Screen: \$150.00
 - Keyboard/touchpad: \$50.00
 - Power cord: \$35.00
 - Full Replacement Cost: \$300.00
- A police report is required in cases of theft. Fraudulent reporting of theft will lead to prosecution and disciplinary action.
- **Chromebook Technical Support provides:** Password identification, user account support, coordination of warranty repair, distribution of replacement chromebooks, hardware maintenance and repair, operating system or software configuration support, and restoring c
- hromebook to factory default.

Appropriate Uses and Digital Citizenship

- School issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology Policy. Students should always conduct themselves as good digital citizens by adhering to the following:
 - **Respect Yourself:** Show respect through actions, select appropriate online names, use caution with posted information/images/media, carefully consider personal information posted, avoid obscenity, and act with integrity.
 - **Protect Yourself:** Ensure posted information/images/materials will not put you at risk, do not publish personal/contact details or activity schedules, report attacks or inappropriate behavior, and protect passwords/accounts/resources.
 - **Respect Others:** Show respect to others, do not use electronic mediums to antagonize, bully, harass, or stalk, and show respect for other people in your choice of websites (avoiding degrading, pornographic, racist, or inappropriate sites).
 - **Protect Others:** Protect others by reporting abuse and not forwarding inappropriate materials or communications, and avoid unacceptable materials and conversations.
 - **Respect Intellectual property:** Request permission to use copyrighted or otherwise protected materials, suitably cite all uses of websites/books/media, acknowledge all primary sources, validate information, and use and abide by fair use rules.
 - **Protect Intellectual Property:** Request to use software and media others produce, purchase/license/register all software or use available free and open source alternatives rather

than pirating software, and purchase music and media (refraining from distributing them in a manner that violates licenses).

Internet Use, Safety, and Computer Use Policy

- Fairbury Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. Administration reserves the right to refuse access to the Internet when deemed necessary in the public interest.
- **Compliance with Law:** Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.
- **Internet Safety Instruction:** Students shall receive instruction in Internet Safety.
- **Minors or Adults Shall Not:**
 - Access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
 - Use Fairbury Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
 - Engage in any illegal activities on the Internet.
 - Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for purposes related to education within the context of a Fairbury Public Schools-related assignment or activity.
 - Attempt to override or bypass any protection measure that has been put in place by Fairbury Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Fairbury Public Schools.
 - Minors shall not disclose personal identification information on the Internet.
- **Policy Violations:** Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Fairbury Public Schools, including applicable State and Federal laws. Full policy details are available at any media center in the Fairbury Public Schools.
- **Acceptable Use:** Access to the Internet is an important educational resource. We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Game-playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential.
 - Network or other computer use or storage areas are school property.
 - Computers, files and communications may be accessed and reviewed by district personnel.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected.
 - Violations may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
 - Any problems which arise from the use of an account are the liability or responsibility of the user.
 - Fairbury Public School District makes no warranties for the information or the services provided.

- **Privacy and Safety:** 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. Network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately.
- **Legal Propriety:** All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Plagiarism is a violation of the Fairbury Public Schools code of conduct. Give credit to all sources used, including all forms of media on the Internet.
- **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 Fairbury Public Schools. This email system is monitored by the Fairbury Public Schools Technology Department and all messages are archived and subject to filtering.
 - Always use appropriate language. Do not transmit language/material that is profane, obscene, abusive, or offensive.
 - Do not send mass emails, chain letters, or spam.
 - No private chatting during class is allowed without permission.
 - Email is subject to inspection at any time by school administration.

Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible for its appropriate use.
- Non-compliance with the policies of the Chromebook Policy Handbook or the Fairbury Public School's Acceptable Use of Technology Policy will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time.
- The Fairbury Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Chromebook Policy & Usage Receipt of Notification and Understanding

This handbook is available on the Fairbury Public Schools website at www.fairburyjeffs.org. By proceeding with the eCollect process in PowerSchool, you acknowledge that you have read, understand, and agree to abide by the compliance requirements of Fairbury Public Schools Policy regarding the use of computers and the Internet. This also authorizes Fairbury Public Schools to create and utilize "cloud services" accounts, including access to additional Google services for educational purposes, for students under the age of 18.