Coffee County Schools Chromebook Distant Learning Policy

In the event that Coffee County Schools is in a situation where the Director of Schools determines that distance learning must take place, the district will be providing Chromebooks for student use for educational purposes for grades 3 and up. It is possible that there will be little advanced notice. For this reason students and parents are asked to sign the acknowledgement form for the Coffee County Schools Distance Learning Policy so that at the needed time, students can be issued a school owned Chromebook based on the procedure of the local school.

It is expected that these Chromebooks are only used by the student that they are assigned to and only used for educational purposes as instructed by the student's teacher.

When it is determined that distance learning is no longer necessary the Chromebook will be returned to the school and it is expected to be in the same condition as when it was issued.

NOTICE OF NON-DISCRIMINATION

The Coffee County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, or age in its programs and activities.

Checking Out a Device
At the beginning of the school year, this notice along with permission and policy acknowledgement will be sent home for parent and student signatures.

If or when the district determines that distant learning is in effect, the student will be assigned a specific Chromebook. The student will sign the checkout form that has the Chromebook number, acknowledgement of issue of a power brick and any notes concerning the condition of the Chromebook. The teacher will keep the document on file and use it for checking in the Chromebook when it is time for the Chromebook to be returned.

Checking In a Device
Once distance learning has been discontinued, the student will return the Chromebook and power brick the next day he or she is back in school. At that time the teacher will make note of the condition of the Chromebook and if any damages are present that were not noted at checkout form. If it is determined that the damage was caused by improper handling, neglect, etc. the parent will be notified and will be responsible for any damage or repair costs. If a full replacement is warranted, then the cost for a replacement Chromebook is $223.00. If the power brick is not returned there will be a $35.00 fee.

Student Expectations While Device is in Student Possession

All students will follow the policies and guidelines that are outlined in the Acceptable Use Policy in the student handbook as well as all other applicable policies and expectations. Students who do not follow these expectations may face disciplinary actions.

- Students are expected to take care of the Chromebook and treat it with respect. Missing key, broken screens etc. will be the responsibility of the parent in terms of replacement or repair costs.
- ChromeOS provides automatic updating. Sometimes the operating system will ask the user to update. Students should allow this update to occur by following the instructions provided.
- If the Chromebook is being transported, it should be in a backpack or other covering that provides protection.
- Students should not have food or liquid (including water) near the Chromebook.
- No markings or stickers of any kind should be placed on the Chromebook.
- Devices should never be left in an unlocked car or any unsupervised area.
- Chromebooks should not have books or other items stacked on top of the device. This may cause damage to the screen or motherboard of the Chromebook.

- Chromebooks should never be carried by the screen. This is a common cause of screen damage. Students should hold the Chromebook by the base (keyboard side) and when moving from place to place the Chromebook should be shut. This will help to prevent damage.
- If the Chromebook is lost, stolen or damaged the student should notify their teacher immediately.

Student Safety and Security
Please note that there is filtering software on the device and the district logs all events and activity that occur on the device when the student is logged into his or her school account.This filter is to provide security and safety for the student. However, no filter is perfect and parents should monitor their student's use of the Chromebook while at home.

Any of the following activity may result in disciplinary action:
- Intentionally bypassing the web filter of Coffee County Schools through a web proxy or by any other means.
- Students trying to circumvent the filter or actively trying to access inappropriate information.
- Using the camera for any activity that is not expressly instructed by the teacher
- Adding Apps not approved by the district.
- Participating in any activity that is considered bullying or harassing.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening material.
- Accessing pornographic, obscene, or sexually explicit materials.

If a student violates the Coffee County Schools Acceptable Use Policy for technology resources, any part of the student handbook and/or device Use Agreement, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Coffee County SchoolDistrict's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities
- Talk to your child about the values and standards that he/she should follow on the use of the Internet, just as you do in the use of all media information sources, such as television,telephones, movies, and radio.
- Monitor activity on your child's device and accounts.
- Notify the school administration as soon as possible if the device is lost or stolen.

A device will not be issued until a signed agreement form has been signed by both the guardian and student and then returned.

Technical Support
It is the intention of the district to provide technical support as timely and efficiently as possible.

For help with student tech issues and how-tos, please visit:

studenthelp.k12coffee.net

Here are some guidelines to follow:

If you are having problems the first thing to do is **reboot** all devices involved (Chromebook, home router, etc.)

Ask your teacher for help. Your teacher will contact tech support if he or she does not know the answer and someone will get back to you.

If you are unable to contact the teacher, please contact the school and they will be able to find you some help.

Coffee County Schools Chromebook Distant Learning Policy
Agreement Form

(please print all infromation)

Student Name_____

School _____

Grade_____

Parent Guardian

Name _____

Address _____

Apt #_____

City_____ Zip _____

Home Phone _____ Work Phone _____

Terms:
1. I have read and agree to comply at all times with the Coffee County Schools Chromebook Distant Learning Policy, Acceptable Use Policy and Student Handbook. Any failure to comply may terminate my rights of possession, effective immediately, and the school system may repossess the device and its accessories.
2. I agree to pay any damage fees if applicable.
3. I agree to practice digital citizenship and act responsibly while on the internet.
4. I understand that my device (and or my school account) will be routinely monitored while active and/or physically inspected at any time without notice.
5. Legal title to the Digital Device and its accessories is in the name of Coffee County Schools and shall at all times remain so. My right of possession and use is limited to and conditioned upon my full and complete compliance with this Distant Learning Policy Use Agreement and the Acceptable Use Policy for technology resources.

Please continue on other Side

Collection:
If I do not timely and fully comply with all terms of this Agreement, including the timely return of the device and its accessories, the school system shall be entitled to declare me in default. Failure to return the device may result in a theft report being filed with local authorities.

My signature below indicates the acknowledgement of the above requirements and policies concerning Distance Learning for Coffee County Schools.

Parent/Guardian Signature _____

Date _____/_____/_____

Student Signature _____

Date _____/_____/_____

Notes

Average Replacement Cost of a Chromebook is $223.00

Power Brick- $35.00

Other repairs from $40+

++++++++++++++++++++++++++++++FOR OFFICE USE ONLY++++++++++++++++++++++++++++++++

Chromebook Number _____

Condition of Chromebook: **New** **Good** **Fair**

Anything to note concerning condition

_____

_____

Power Brick was taken by Student **Yes** **No**

Student Successfully logged in to School Account **Yes**