

STOKES COUNTY SCHOOLS: ONE TO ONE MOBILE COMPUTING PROJECT

STUDENT/PARENT CHROMEBOOK HANDBOOK



STOKES COUNTY SCHOOLS
P.O. Box 50, Danbury, NC 27016

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OVERVIEW/INTRODUCTION

Stokes County Schools (SCS) is committed to educating all children to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life in the 21st century. The One-to-One Mobile Computing Project will provide an equitable opportunity for all students to experience a technology-rich environment and to ensure that our graduates are prepared for the workplace and life. Understanding of and adhering to the following policies and procedures is necessary for the success of the program and the safety of our students.

DEPLOYMENT

Parent/guardian(s) will be informed by letter and/or a phone call of location, date and time of the mandatory orientation/meeting. The program and Student/Parent Chromebook Agreement will be explained thoroughly at the meeting. The parent and student must sign the agreement in order for the student to be issued a Chromebook.

Prior to students being issued a device:

- Parent/guardian must attend an orientation/meeting (mandatory).
- Student must attend an orientation/training (mandatory).
- Parent/guardian and student must sign Student/Parent Chromebook Agreement.
- Insurance fee payment must be paid.

TERMS OF DEVICE LOAN

TERMS OF LOAN

The Stokes County School district will loan a device and laptop bag to students upon compliance with the following:

- Student Orientation/Training session.
- Parent/Guardian Orientation/Meeting session.
- Payment of \$25 non-refundable insurance/maintenance fee.
- A signed Student/Parent Chromebook Agreement.

Legal title to the property (Chromebook) is with Stokes County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with these board policies (policy manual is available online at www.stokes.k12.nc.us):

- 3220 – Technology in the Educational Program.
- 3225/4312/7320 – Technology Acceptable Use.
- 3226/4205 – Internet Safety.
- 3227/7322 – Webpage Development.
- Other guidelines as outlined in the Student/Parent Chromebook Handbook.

Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.

A student's possession of the device terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g., drop-out, expulsion and transfer to another school).

THEFT

The student or parent/guardian is required to immediately file a police report in all cases of stolen devices. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report.

In case of theft, a \$50 deductible will be due to the school district.

The district will send a report of all model, asset and serial numbers of student devices to local pawn shops and law enforcement agencies to assist in the event of loss or theft.

DAMAGE OR LOSS

SCS will provide Accidental Damage Coverage for student Chromebooks which will cover the onetime cost of repairs to any device that is accidentally damaged during the school year.

The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages which are not covered by the Accidental Damage Coverage. The student and/or parent/guardian is liable for replacement(s) costs resulting from loss, intentional damage and/or neglect as outlined in this document. Replacement and repair cost(s) will be based on fair market value as described in the table below.

Age of Chromebook	Value
1 year or less	100%
2 years	75%
3 years	50%
4 years	25%

*Purchase price of Chromebooks in 2016 – approximately \$275

LOSS OF PRIVILEGE

SCS reserves the right to reclaim the Chromebook at any time if the student does not fully comply with all terms of this agreement.

APPROPRIATION

Failure to return the property in a timely manner and the continued use of it for non-school related purposes may be considered unlawful appropriation of Stokes County School's property.

MODIFICATION TO PROGRAM

As the program is new to Stokes County Schools, the district reserves the right to revoke or modify the project or its terms at any time.

GENERAL CARE OF THE CHROMEBOOK

Students are responsible for the devices they have been issued. Chromebooks damaged or in need of repair must be reported to the Media Coordinator or other designated technical support person as soon as possible. It will be the responsibility of the students to also notify their teacher(s) of the situation.

Technical support will determine whether the Chromebook can be repaired onsite or if a loaner device should be issued. Loaner devices are also covered by all rules and regulations as outlined in this document.

Guidelines to follow:

- Always close the lid before moving your device.
- For prolonged periods of inactivity, you should shut down completely before closing

the lid. This will help to conserve the battery.

- Please be aware that overloading the laptop bag will damage the device. Take precaution when placing the laptop bag on a flat surface. Textbooks, notebooks, binders, etc. are not allowed in the laptop bags. Never sit on the laptop bag.
- When using the device, keep it on a flat, solid surface so that air can circulate. For example, using a device while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in the laptop bag.
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Always make sure nothing is left on the keyboard (like a pen/pencil) before closing the device.
- Allow your battery to completely drain once a month. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher, technician or technology specialist.
- Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Nor should you remove any screws—doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports. Especially be careful with the power adapter when plugging/unplugging it from the device.
- Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.
- Do not write, draw, paint or place stickers/labels on your Chromebook or bag. Remember the devices are the property of Stokes County Schools.
- Keep your device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

CLEANING YOUR CHROMEBOOK

Routine maintenance on Chromebooks will be done by the district technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:

- Always turn off and disconnect the device from the power outlet before cleaning.
- Never use liquids on the device screen or keyboard.
- Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
- Wash hands frequently when using the device to avoid buildup on the touch pad. (Grease and dirt can cause the cursor to jump around on the screen.)
- Clean the touch pad with lightly dampened cloth.

GENERAL SECURITY

Never leave your device unattended or unsecured. Chromebooks should be secured in a designated storage facility or a secured locker.

During after-school activities, you are still expected to maintain the security of your Chromebook. Unsupervised devices will be confiscated by staff, and disciplinary actions may be taken.

Each Chromebook has several identifying labels/markings (e.g., SCS asset number, serial

number, and school-specific tag coded to student name). Under no circumstances are you to modify or destroy these labels/markings.

GENERAL USE OF THE CHROMEBOOK

- Students are **REQUIRED** to bring their Chromebooks to school each day with a fully charged battery. Students leaving Chromebooks at home will be required to complete assignments using alternate means (as determined by the teacher).
- Teachers will determine disciplinary procedures in the classroom for those students who repeatedly refuse to bring their Chromebook to class. Office referrals will be issued to those students who intentionally damage or use their Chromebook inappropriately.
- Be mindful not to cause a tripping hazard if it is necessary and your teacher allows you to plug in your Chromebook in class.
- Avoid using your device in areas which may lead to damage or theft. Do not use your device around sporting activities or events.
- Chromebooks are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
- **CHROMEBOOK USE IS NOT PERMITTED DURING LUNCH PERIODS WHILE STUDENTS ARE EATING AND DRINKING.** The device may be used in designated commons areas (away from food or drink) during this time.
- **DEVICE USE IS NOT PERMITTED ON THE BUS** – Chromebooks must be stored in laptop bags while students are on the bus.
- Device sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure, will interfere with your ability to complete class work and could result in disciplinary action.
- Do not install any apps or make changes to the configuration. Ask the teacher if additional software is needed.
- Student Chromebooks will be subject to routine monitoring by teachers, administrators, and technology staff.
- Students will provide access to any mobile device and/or accessories that they have been assigned upon the district's or school's request. An individual search of the Chromebook and other stored student files may be conducted if there is suspicion that policies or guidelines have been violated.
- All student files will be saved to Google Drive. Students may also use their own personal usb flash/storage drives as well for backing up files.
- Chromebook use in ISS will be determined by the principal.
- After 13 unexcused absences in a school year, the student will become a day user. Overnight checkout for assignment completion will be at the discretion of the principal.

EMAIL

Email transmissions and transmitted data stored on servers shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. Students will abide by all email guidelines as outlined in the SCS Board Policies.

VIRUS PROTECTION

Chromebooks have built in anti-virus protection that updates automatically along with the operating system. Do not remove or add any virus protection software.

INTERNET ACCESS/FILTERING

As required by the Children's Internet Protection Act, a current filtering solution (Zscaler) is maintained by the district for school and home use on the Chromebooks. The district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. SCS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

SCS will not serve as the Internet service provider for home use. However, SCS will provide filtering of the Chromebooks while connecting to the Internet from home. In order for a student to access the Internet, the parent/guardian must contract with an Internet service provider (e.g., Time Warner, CenturyLink, etc.) and have a wireless access point (i.e. wifi capabilities).

There are many locations in Stokes County that offer free WiFi. Schools may distribute a list of those locations.

LOGIN PROCEDURES

Students will log in on the Chromebooks with their school issued Gmail/email account and password whether at home or school.

DO NOT share passwords. Students are responsible for anything done using their login.

COPYRIGHT

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. (See Stokes County Policy 3230/7330.)

INAPPROPRIATE/UNACCEPTABLE USE

INAPPROPRIATE USE:

Includes but not limited to:

- Using proxy sites
- Using computers not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
- Videoing or taping on school property is not permitted when not related to an assignment and approved by a teacher
- Emailing or chatting during class (when not related to an assignment)
- Gaming

UNACCEPTABLE USE:

Includes but not limited to:

- Pornography (real life or cartoon) Pornography can be a felony offense and if so will be turned over to authorities.
 - ← Possession
 - ← Manufacturing – using a camera to create pictures/movies
 - ← Distributing – sending/sharing with others
- Weapon related files or references with clear intent to cause harm.
- Gang related files

- Bootleg movies or music
- Logging into a computer/application using someone else's login
- Cheating
- Using a computer to plan a fight, cause harm or commit a crime
- Profanity
- Threats and/or cyber bullying

CARE AND RESPONSIBILITY

CARE AND RESPONSIBILITY: NEGLIGENCE AND MISUSE

Includes but is not limited to:

- Carrying your Chromebook out of the assigned case
- Carrying items in laptop bag other than computer and related items
- Leaving device unattended
- Allowing someone else to use your assigned Chromebook
- Removing labels and identifying stickers on device/bag

CARE AND RESPONSIBILITY: INTENTIONAL MISUSE OR ABUSE

Includes but is not limited to:

- Intentional actions which are harmful or potentially harmful to the computer, charger, and/or computer case.

DISCIPLINE CONSEQUENCES WILL BE AS DIRECTED BY THE STOKES COUNTY SCHOOLS'
STUDENT AND PARENT HANDBOOK

Stokes County Schools
One-to-One Mobile Computing
Student/Parent Chromebook Agreement

Student Name:

Last Name	First Name	Middle Name	Grade
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Parent/Guardian Information:

Last Name	First Name	Middle Initial
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Street Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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- ☐ I HAVE read and understand all the terms of the Student/Parent Chromebook Agreement and I AGREE to allow my student to participate in the SCS 1:1 Mobile Computing Project.
- ☐ I HAVE discussed the Student/Parent Chromebook Handbook and SCS Policies with my student and assure they shall comply with all documented terms. I also ACKNOWLEDGE and UNDERSTAND that my student will have access to the Internet and may be subject to the risks associated with Internet Usage.
- ☐ I AGREE to allow my student to take the school-issued Chromebook home. I further AGREE that while at home the computing device will be used as an educational tool.
- ☐ I GRANT permission for examples of my student's schoolwork to be published (via Internet and/or other public media) as an extension of classroom studies.
- ☐ I GRANT permission for my student to use internet options for class discussion, including but not limited to blogs and wikis.
- ☐ I AGREE to pay \$25 per year accidental insurance fee and I understand that I may also be liable in the events of non-accidental damage, theft or multiple accidental damage incidences.

Terms of Agreement

I hereby agree to the above statements, I also understand that my right to the use and possession of the property terminates the last calendar day of the current school year, unless terminated earlier by the school. I also understand if the property is not returned by the last day of classes, it will be considered stolen.

Parent/Guardian Signature	Student Signature	Date
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BELOW SECTION - TO BE COMPLETED WHEN STUDENT IS ISSUED A CHROMEBOOK

SCS Asset ID: _____	
(The above is a matching number found on the Chromebook, charger and case.)	
Service Tag and/or Serial #: _____	
Student Initials: _____	Date: _____