

Kiski Area School District



Chromebook Handbook

2023-2024

Kiski Area School District
200 Poplar Street Vandergrift, Pa. 15690



Kiski Area Chromebook Loan Agreement

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains the Property of the Kiski Area School District and is lent 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 the equipment. Inappropriate use of the device may result in the student losing his or her right to use the Chromebook. The equipment will be returned when requested by Kiski Area School District or if the student withdraws from the District.

The District property may be used by the student only for noncommercial purposes, per District policies and rules, the District's Internet Acceptable Use Policy, and local, state, and federal law.

The student may not make or allow others to attempt to add, delete, access, or modify District owned information on any Chromebook or school-owned computer. The Kiski Area School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient academic use of the school network.

Identification tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the office for replacements.

An email account (a school-licensed Gmail account @kiskiarea.com) will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication within the Kiski Area School District only.

The student agrees to use best effort to assure that the District property is not damaged, or rendered inoperable by any electronic means, including virus or OS rooting activities, while in the student's possession.

The student acknowledges and agrees that the student's use of the District Property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the "student's responsibility" to protect and safeguard the District Property and to return the same in good condition upon request to the Kiski Area School District.

The student acknowledges and agrees that failure to comply with the terms outlined in this agreement may result in disciplinary actions and the potential loss of Chromebook privileges.



Device Issuance and Possession

Each student will be issued a district-owned Chromebook according to the following schedule:

- Kindergarten through 4th grade: A single Chromebook will be issued and remain in the student's possession throughout this period.
- 5th grade through 8th grade: A new Chromebook will be issued and remain in the student's possession until the end of 8th grade.
- 9th grade through graduation: A new Chromebook will be issued and remain in the student's possession until their graduation

Students are responsible for the proper care and appropriate use of the Chromebook during the designated possession periods.

Student Responsibilities

The Chromebook is a vital learning tool and is to be used for educational purposes only. To take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Kiski Area School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook carefully by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly, so it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for completing coursework as if my Chromebook were present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify the possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and not share them with anyone.
- I will not attempt to modify to alter the device's hardware or software configuration.
- I will not attempt to repair the Chromebook. If it is not working correctly, I will notify my school's designated IT support, office, teachers, or administrators immediately.
- I will bring the Chromebook to the office/help desk if it needs repair. If it needs repair, the student's record will be checked, and a loaner may be checked out if the student is eligible and a device is available.



- I agree that my parent/guardian and I are responsible for the cost of repairs or replacements resulting from the neglect, misuse, or intentional damage to my Chromebook.
- I agree to return my Chromebook to school if requested or upon graduation or withdrawal from the Kiski Area School District.

Parent/Guardian Responsibilities

Your son/daughter has been issued a Chromebook for his/her education this year. The following guidelines must be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding using the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child charges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to ensure that the Chromebook is returned to school when requested or upon my child's graduation or withdrawal from the Kiski Area School District.
- I agree that I am responsible for the cost of repairs or replacements resulting from the neglect, misuse, or intentional damage to my child's Chromebook.

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible for bringing your Chromebook to all classes unless specifically instructed to do otherwise by your teacher or principal.
- **Personalize within reason.** Students are encouraged to personalize the exterior of the Chromebook with non-permanent decorations, stickers, or covers. However, labels or markings should not obstruct the device's serial number, logo, or identification.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.



- **Makeup work.** If you leave your Chromebook at school or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify the possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video, or audio without the subject consent and the school staff's permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** You may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are severe offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(mature), films rated R and NC-17, television shows with TV-MA-rated content, and media-rated Explicit Content. Inappropriate content is not allowed, and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter by all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home, it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times unless you are granted permission by your teacher for instructional purposes. You may also use headphones at the teacher's discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete District-loaded apps, folders, files, or file management software. Deletion of specific files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** First, eating and drinking while using your computer is bad for your hygiene because germs are more likely to be spread from the keyboard to your mouth. Secondly, doing so puts your Chromebook at risk of crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect. A Chromebook with damage from spilled liquids or foods is not covered under the protection plan.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car, or unsupervised area. This is considered neglect.



- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids; therefore, leaving them in cars, in direct sunlight, outdoors, or anywhere they could get hot, cold, damp, or wet should be avoided. This is considered neglect.
- **Notify the office/help desk, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning correctly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or barely damp cloth.
- **Limit damage over time.** More than one occurrence of loss, theft, or damage in 30 school days will be interpreted as neglect. Over two loss occurrences, theft, or damage during the school calendar year will be interpreted as neglect.

No Expectation of Privacy

No one should expect privacy concerning any usage of a Chromebook issued by the District, regardless of whether the usage happens for school-related purposes. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student data and browser use history of Chromebooks for any reason related to the operation of the District. Occasionally, the District may conduct random physical checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and use.

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software to view screens and activity on student Chromebooks while at school.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of the Kiski Area School District as allowable by law.



STUDENT/PARENT CHROMEBOOK AGREEMENT

(To be completed, signed, and returned electronically or to the school secretary no later than September 8, 2023)

Student Information:

Last Name _____ First Name _____

Street Address _____ City, State, Zip _____

Home Phone _____ Building _____ Grade _____ Home Room _____

- I have read the KASD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the school policies and this handbook at all times, while at school and outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories, whether due to accident, neglect, or intent.
- I will notify the administration in case of damage, theft, vandalism, and loss of the device within 24 hours; further, I will file a report with local police or the school resource officer in case of theft or vandalism of the device within 48 hours.
- I agree to return the District Chromebook, power adapter, cord, and any accessories provided by the District in good working condition when requested by the District if I am removed to an alternative education placement or withdrawn from KASD.
- I understand I must clear all fees before participating in school-related events, including attendance at sports, dances, and graduation.

Parent Information: Last Name _____ First Name _____

- I have read the KASD Internet Acceptable Use Policy and the Chromebook Handbook and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes, and my child's violation of this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories, whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement (currently \$450). **I understand I have an option to purchase a Technology Protection Plan.**
- I will assume full responsibility for any harmful or illegal content on the Chromebook and monitor my child's use of the device at home.
- I understand that the Chromebook is a District-owned device, and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

If my student fails to return to the District the Chromebook, power adapter, cord, and accessories provided by the District when requested or upon termination of enrollment in a Kiski Area District school, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories (currently \$450) provided by the District. Failure to do so may result in criminal and/or civil court prosecution.

Student Signature _____ Date _____

Parent Signature _____ Date _____