

SPRING BLUFF R-XV
TECHNOLOGY USAGE HANDBOOK
2025-2026



The policies, procedures, and information within this document apply to all technology used at Spring Bluff R-XV School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for technology use in their classrooms but cannot lessen the district's criteria established in this document.

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Receiving Your Chromebook

Chromebooks will be distributed in August to students whose parents have completed the necessary technology user agreements. ***Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to the student.***

Training:

Students will be trained on how to use the Chromebook by their teachers. Students are also encouraged to research and learn on their own.

Return:

Student Chromebooks and accessories (charger and carrying case) will be collected at the end of each school year for maintenance. Students will retain their original Chromebook each year while enrolled at Spring Bluff R-XV School District.

Any student who transfers out of Spring Bluff R-XV School District will be required to return their Chromebook and accessories. If a Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency and reported as stolen property of Spring Bluff R-XV School District.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the library. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. If deliberate damage has occurred, no loaner will be issued until the student pays for all damages.

General Precautions:

- Food or drink should not be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the Spring Bluff R-XV School District-provided protective case. Students should not use their carrying case to store books, etc.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use **window cleaner** or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive. ***The library/computer lab has a supply of cleaning materials. Students are welcome to use these materials as needed.***

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebooks to all classes unless specifically advised not to do so by their teacher.

At Home:

All 6-8 grade students are required to take their Chromebooks home each night throughout the school year for charging. **Chromebooks must be brought to school each day in a fully charged condition.** Students need to charge their Chromebooks each evening. Violations of this policy may result in referral to administration and possible disciplinary action. If fully charged at home, the battery should last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. **Students are required to provide their own personal headphones. Headphones are on the school supply list.**

Printing:

At School:

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will utilize digital copies when appropriate.

At Home:

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Software on Chromebooks

Originally Installed Software:

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebooks other than what has been approved by Spring Bluff R-XV School District.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose of the inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring the Chrome OS:

If technical difficulties occur the device may be restored to factory settings. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Filtering:

The school utilizes an internet content filtering service. Chromebooks will have all internet activity protected and monitored through this service both at school and at home, via their school-provided user account. Parents are strongly encouraged to monitor their student's Chromebook activity while outside of school. Students will be held responsible for the use of their device and Spring Bluff log in account during and/or outside of the school day. Any attempt to bypass the filtering service will result in disciplinary action(s) and/or loss of privileges.

If an educationally valuable site is blocked, students may contact the technology coordinator to request the site be unblocked.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Spring Bluff R-XV School District. Spot checks for compliance will be done by administration or Spring Bluff R-XV Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Spring Bluff R-XV School District acceptable use policy.

Protecting & Storing Your Chromebook

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of the serial number and Spring Bluff R-XV asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, it should be stored in their lockers. **Nothing should be placed on top of the Chromebook** when stored in the locker. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should ***never*** be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the library.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Warranty:

New Chromebooks have a one-year warranty which covers defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date Spring Bluff R-XV takes delivery of the Chromebook.

- This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook.
- This limited warranty does not protect against damage caused by misuse or abuse of the Chromebook. Please report all Chromebook problems to the library.

Multiple Warranty Claims:

A student may be charged for multiple claims in one year due to evident misuse of the device. Please refer to the following page for a list of prices.

Repairs

The Spring Bluff R-XV School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Parents/students will be responsible for the full replacement cost if the Chromebook and/or its accessories are lost, cosmetic damage, or damages caused by intentional misuse and abuse. Spring Bluff R-XV School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be within the protection guidelines. **Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or lost.**

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. It will be the discretion of Spring Bluff R-XV administration of fault. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - current replacement rate
- AC Adapter & power cord - current replacement rate
- Battery - current replacement rate
- Protective Case - \$20
- Screen Replacement - current replacement rate

Chromebook Technical Support

The school technology coordinator will be the first point of contact for repair of the Chromebooks.

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Artificial Intelligence

- All students must adhere to district policy EHBD and EHBD-AP (1) when using AI. The full policy can be accessed on the district's website of [HERE](#).

AI Use and Prohibitions

District students and employees must use AI responsibly and in accordance with this AI Use Plan. AI users are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective.

Reporting AI Concerns and Misuse

Individuals who have a concern about the safety or effectiveness of approved AI products should report the concern to the AI coordinator, who will investigate the matter and take steps to resolve the concern.

Individuals who suspect AI misuse or are aware of AI use that is potentially harmful or otherwise violates the law or district policies or procedures must report the matter to the AI coordinator. The AI coordinator will notify the building administrator of the allegations and work with the administrator to investigate the alleged misuse or harm.

Approved AI Products

The AI coordinator will identify AI products and uses that align with the philosophy and strategy set by the board and that meet the criteria for AI use in the district as set out in this AI Use Plan. The AI coordinator will maintain a list of approved AI products and make the list available to employees and students.

District students and employees are strictly prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates any district policy or applicable law;
2. Inputting into any AI any confidential or critical data, as defined in policy EHBD, or any other confidential information unless the AI coordinator has approved the use as safe, appropriate, and legal;
3. Using AI to violate the instructions or requirements of any assignment;
4. Representing AI-generated content as their own work;
5. Using AI to create or disseminate false information on matters or events of public importance;
6. Using AI to create any altered image or voice of any person without obtaining that person's permission;
7. Using AI to generate any material that is obscene or harmful to minors;
8. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person;
9. Using AI to cause disruption to district operations, including instruction;
10. Using an AI product that is not permitted by the AI Use Plan; or
11. Using AI to negatively affect the district or in a way that causes harm.

The AI coordinator may intervene in or prohibit additional AI use that, in the AI coordinator's determination, poses unacceptable risk to the privacy or safety of any person.

- Students may be disciplined and employees may be disciplined or terminated for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment. When AI is involved in other misconduct, the principal or designee may view the use of AI as an aggravating factor that justifies stronger disciplinary consequences.

Training

The district will train all employees and students on the requirements of this policy, other district policies regarding data management and privacy, acceptable uses of AI, and AI prohibitions.

Technology Acceptable Use

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Spring Bluff R-XV School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Spring Bluff R-XV School District.
- Access to the Spring Bluff R-XV School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Spring Bluff R-XV Acceptable Use Policy, Student Code of Conduct, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Spring Bluff School District Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- 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.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further

access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Spring Bluff School District discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

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 the Spring Bluff R-XV School District. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- District-issued student email accounts will only be able to communicate with other Spring Bluff R-XV students and faculty.
- Do not use email addresses for any activities outside of the educational setting.

Consequences:

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the Spring Bluff R-XV Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Spring Bluff R-XV School District

Technology Usage Agreement

I, _____, accept to abide by the following rules: **(Print student name)**

- I have received a copy and have read the District's Acceptable Use Policy.
- I understand that the primary purpose of the Spring Bluff R-XV School District's technology resources is educational and that the use of this technology is solely to support the educational objectives of the District.
- I understand that inappropriate behavior may lead to penalties including revoking or suspension of my access, disciplinary action, and/or legal action.
- I agree not to participate in the transfer of illegal materials (including those which may be considered treasonous or subversive) through the use of the Spring Bluff School District's technology resources. I understand in some cases, the transfer of such material may result in legal action against me.
- I understand not to allow other individuals to use any account(s) assigned to me for network or Internet activities, nor will I give anyone my password(s).

Your child has requested access to Spring Bluff School District's Technology resources. This access includes connections to computers through the Internet, which could include email and blogging in a secure location within the Spring Bluff R-XV School District. Please read the attached Acceptable Use Policy with your child. In submitting a signed application, your child accepts the responsibility of using any of the District's technology resources in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature, indicating that you have read and agreed to our Use Policy, is necessary before access will be granted.

As the parent/guardian of the child named above, I have read both the Spring Bluff R-XV School District's Acceptable Use Policy and this contract. I will not hold any teacher or the school district responsible for or legally liable for materials distributed to or acquired from any of the District's technology resources. I accept full responsibility and liability for the results of any of my child's actions with regards to the use of the District's technology resources. Should my child violate any portion of this policy, I understand that I may be held financially liable for any costs incurred by the District to remedy the damage results from the violation(s).

Print Student Name: _____

Student Signature: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____