

D230 DIGITAL LEARNING PROGRAM

Parent and Student Information for Digital Learning and Chromebook/Device Procedures

Consolidated High School District 230



Successful Schools - Successful Students

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SECTION 1 - Background Information

What is the D230 Digital Learning Program?

District 230 uses instructional technology as one way of enhancing the mission to prepare and inspire all students for lifelong success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, D230 has made it a goal to offer students a 24/7 accessibility to their learning through our “D230 Digital Learning Program”. The individual use of technology is a way to empower students to take ownership of their learning and maximize their full potential to prepare them for college and the workplace.

Educational Outcomes

District 230 has outlined seven key outcomes for our students relating to our Digital Learning Program:

- ***Outcome #1 - Students will be self-directed and take ownership of their learning***
- ***Outcome #2 - Students will learn by doing and creating***
- ***Outcome #3 - Students will experience school as engaging, challenging, and authentic***
- ***Outcome #4 - Students will have 24/7 access to learning communities and content***
- ***Outcome #5 - Academic achievement will continually improve***
- ***Outcome #6 - Students will use Collaboration, Communication, Creativity, and Critical Thinking***
- ***Outcome #7 - Students will learn to use technology in a responsible way (Digital Citizenship)***

Why Choose a Chromebook?

The device selected as the best fit for high school students, high school curriculum, and district technology goals is the Chromebook. Used in conjunction with Google Apps, the Chromebook has several educational advantages to our students:

1. **Physical layout:** The Chromebook features a large easy-to-view screen, a nearly full-sized keyboard, and USB ports, all of which enable students to create and produce, rather than simply view, listen, or read.
2. **Easy and Instant Use:** The Chromebook powers up quickly, has a long battery life, and connects to the internet instantly.
3. **Low maintenance:** The chromebook needs very little maintenance since it is a web-based device. There is no downloading or installing software, which requires little or no need for technical support.
4. **Google Apps:** Google Apps is a web-based product that is required when using a Chromebook. As part of District 230, each student has a Google Apps account, which includes email, unlimited data storage, production capabilities, and more.

Google Apps allows students to create and collaborate on documents, presentations, spreadsheets, and more without costly software purchases. Additionally, Google Apps has thousands of educational applications which can be integrated into math, science, language arts, social studies, music, physical education, foreign language, and art curricula.

5. Files and other data stored safely: By using a “cloud” device, a student’s work is automatically and regularly saved. Files will never be lost or deleted. Additionally, when a student logs into Google Apps at home, all files created at school will be ready to use at home.
6. Offline data storage and production: Each Chromebook comes with on-device storage space which can be used to save files in the event that a wifi connection is not available outside of school. Students can work offline outside of school, and work will be synced when they enter the school building the next day.

****Note that special circumstances such as an IEP may require a different device than the Chromebook.**

School Issued Chromebook/Device

In order to provide a standardized learning environment along with quality support for our students and teachers, students are not permitted to use another Laptop, Chromebook, or tablet purchased from an outside source in lieu of the district-provided device. Critical technical needs such as management tools (pushing out Apps, etc.), battery life, login times, internal tech support, online assessment protocols, and parts/repairs also factor into the rationale for not allowing outside devices. While we allow "Bring Your Own Device" as part of the D230 experience, this is designed to be supplemental to the district-issued device.

Leaving a Positive Digital Footprint

A critical component of the D230 Digital Learning Program program is student education about digital citizenship and appropriate online behaviors. Students must view themselves as “digital citizens,” and are expected to consistently put into practice the technological skills and positive ethical considerations taught throughout the D230 Digital Learning Program. These are much more than stand-alone school-based expectations - these behaviors must carry over into their personal lives for years to come.

Teachers and staff review digital citizenship lessons with students frequently throughout the school year, and offer reminders and reinforcement about safe online behaviors. It is expected that all students and parents/guardians participating in D230 Digital Learning Program will adhere to the standard Acceptable Use Policies, Student Code of Conduct, Student Handbook, Board policies, and federal/state laws at all times.

SECTION 2 - Chromebook Responsibilities

Receiving and Returning Your Chromebook/Device

Every D230 student will receive a Chromebook at the beginning of the school year. As part of the annual registration process, a parent/guardian must sign a release form granting the school permission to provide the student with a Chromebook. The Chromebook will be issued with one AC charger. While each Chromebook is durable, students have the option to purchase a case on their own. Note that in special circumstances such as an IEP, students may receive a different device than a Chromebook, but the same requirements above apply.

If a student withdraws or is expelled from D230, the Chromebook and AC charger must be immediately returned at that time. When returned, each device will be inspected. If any damage has occurred (cracks, scrapes, etc.), payment must be made in order for the item to be repaired or replaced at that time. Parents/guardians assume sole financial responsibility for these damages regardless of the circumstances based on the claim procedure.

Annual Technology Fee

As part of the Digital Learning Program, each student will be charged a \$75.00 annual fee to help pay for the cost of the device. The annual fee covers the majority of the cost for each Chromebook, damage and incident program, general technology management, with a portion of the charges absorbed by the school district. Students qualifying for fee waivers will not be charged the technology fee for each year that they qualify. The annual fee is included within the standard registration fees.

Included in the annual \$75.00 Technology Fee, District 230 has created an incident coverage program to provide our families with a discounted rate in the event that there is accidental damage to the device. The plan covers “accidental damage” to the device and is designed to limit a family’s financial responsibility for any damage. Please refer to the “**Repairing or Replacing a Chromebook**” section for additional information.

Chromebook/Device Ownership

Consolidated High School District 230 retains ownership rights for the device until the student has paid the appropriate technology fee for a total of four (4) installments or exercises a buyout option. For example, a student in the Class of 2024 will pay an annual technology fee of \$75, or a total of \$300 over four (4) years.

Students leaving the school district prior to paying the total technology fee have the option to pay the remaining balance to gain ownership right for their device. If they choose not to pay the remaining balance, the Chromebook will need to be returned to the technology office.

Students qualifying for annual fee waiver are able to keep their chromebooks upon graduation based on a buyout option. If a student leaves the district prior to graduation, they are required to return the chromebook or pay the replacement costs.

Summer Procedures

Once issued to the student, the Chromebook becomes the responsibility of the student until the scheduled time of return to the school. If a student leaves the district for any reason, the Chromebook is to be returned to the school at the withdrawal.

Chromebook/Device Inventory and Asset Tag Information

Each Chromebook is property of District 230 until your student graduates and has paid the (4) installments. Each Chromebook is individually labeled and inventoried (by asset number and device serial number) to the school and the individual student to which it has been loaned for that school year. There is an inventory asset number on each device - at no time should any District 230 inventory or asset number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

Taking Care of Your Chromebook/Device

General Precautions for your students:

1. When not actively using the Chromebook, store the device in a protective sleeve or case. The protective sleeve or case is not intended to protect against droppage or pressure against the screen.
2. Please be sure to carefully and considerately store your device in your locker, bookbag, and at home.
3. Chromebooks must come to school with a full battery charge.
4. Please do not use your Chromebook around liquids or drinks. Avoid getting any moisture in any opening.
5. Do not use household cleaners to clean your Chromebook - only a soft lint-free cloth on the screen.
6. Never throw, slide, drop, or press harshly on your Chromebook.
7. Do not leave your Chromebook out in the sun or extreme cold (either outside or in a hot or cold car).
8. Chromebooks are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitutes damage to the device.
9. Chromebooks are NOT allowed in the locker rooms or in the cafeteria during lunch periods (except with specific permission from a teacher).
10. Cords, cables, and USB connections should be carefully inserted and removed to prevent damage.
11. Do NOT let anyone else borrow or use your Chromebook (because you are responsible for any damage that may occur to your device, no matter the circumstances).
12. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.

Using Your Chromebook/Device at School

It is likely that students will use the Chromebook every day at school in some way. Part of being prepared for school each day is having the Chromebook fully charged upon arrival at school. Students should follow their team's and teachers' instruction regarding when to bring the Chromebooks to class. If a student repeatedly fails to bring their Chromebook to school or fails to charge it adequately, technology privileges may be suspended or revoked.

District 230 leverages a CIPA compliant Internet filter at all schools, therefore, to the greatest extent possible, the school network is filtered for content. Although District 230 makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources like the Internet.

Using a Chromebook/Device Outside of School

The Chromebook is WIFI ready and will connect to any wifi network, whether at home, school, or inside a business or public network. The internet filter for that specific network dictates content available on the Chromebook. **Note to parents: if you do not have an Internet content filter on your home wifi network, your student will have unmonitored and unfiltered access to the internet through their Chromebook device.** It is possible to set up filtering on your network at home - an example of a tool available is [OpenDNS](#). The Chromebook does have the capability to work offline (without an internet signal). Any documents or presentations created in Google Apps, while offline, will automatically sync when re-connected with wifi upon arrival at school the next day.

Repairing or Replacing a Chromebook/Device

Practicing responsible care routines with your student is the best way to prevent breakage or loss. All repairs and replacements must be arranged through District 230. If your student Chromebook is lost, damaged, or having technical issues, please report this immediately. DO NOT contact the manufacturer directly for repair options. Included in the annual \$75.00 technology fee, District 230 has created an incident coverage program to provide our families with a discounted rate in the event that there is accidental damage to the device. The plan covers "accidental damage" to the device and is designed to limit a family's financial responsibility for any damage. Students will be given the following:

- Chromebook
- Charger

If the damage or loss is such that the Chromebook or device issued cannot be repaired and a full replacement of the device is needed, the amount of the deductible increases based on the number of incidents as follows:

Incident	Cost
1st Incident	\$50
2nd Incident	\$100
3rd and subsequent Incidents	Cost (<i>this varies between \$200-\$275 depending on model</i>)

Parents/guardians/students have 30 days to pay any bills. Incidents Include:

- **Accidental Damage:** pays for accidental damage caused by liquid spills, drops, or any unintentional event.
- **Theft:** pays for the loss or damage of the device due to theft. This requires an official police report from the investigating authority.
- **Fire:** pays for the loss or damage of device due to fire. This requires an official fire report from investigating authority.
- **Natural Disasters:** pays for the loss or damage of the device caused by natural disasters.
- **Electrical Surge:** pays for damage to the device due to an electrical surge.

We recognize that there will be damages to components of the Chromebook that do not require a replacement. **The first repair for each student will be included as a one-time waiver (no cost).** All additional incidents will be billed at or below the cost of the accessory as a benefit to our D230 families with the district covering the labor to fix the issue:

Component	Cost of Part (varies based on year)
Screen	\$25
Keyboard	\$25
Power Cord Replacement	\$15
Bezel	\$15
LCD Assembly	\$30

Other components not listed will be replaced at the cost per part.

Optional 3rd Party Insurance

Families have an opportunity to participate in an optional insurance program for Chromebooks issued to students. This program will be included as an optional registration fee and is open to all High School students and families who have received or are receiving a district-issued Chromebook for use at school and at home. The insurance is being offered by a 3rd party provider and facilitated by District 230. Information including the student ID, parent name, parent email, and parent phone number will be shared with the 3rd party provider for the purpose of registering the account for warranty service. District 230 is not profiting from this offering.

This plan features the following benefits:

- Unlimited claims, handled by the building technology department
- No deductibles
- Covers drops, breaks, spills, normal wear and tear, and hardware failure

If payment is received on or before the day your child picks up their Chromebook then coverage will be in immediate effect.

If payment is received after the day your child picks up their Chromebook then there will be a 21 day wait period before claims are honored. The device will be inspected by a staff member before coverage begins to confirm the device is functional.

The insurance does NOT cover the following.

- Accessories (i.e. AC adapter, case, etc).
- Cosmetic scratches and dents that do NOT affect the functionality of the device.
- Damage caused intentionally or through extreme neglect.
- Any device that indicates an attempt to remove, or removal of, the tamper proof stickers.
- Any device that was not issued to the student.

When a district issued Chromebook needs repair your student can bring the device into the School Tech Office. The student will be issued a temporary loaner device if one is

available. Turnaround for onsite repair is typically within 24-48 hours for onsite repair; 7-10 days for offsite repair. Once repair is complete your student will be contacted to return the loaner device and receive their original device back.

Determination of whether damage is considered “intentional” or due to “extreme neglect” will be made by a full time staff member of the Technology Services Department. Any reasonable accidental damage defined above will be covered but if the rare instance arises that coverage is denied, relevant documentation and justification will be provided to the student and family and the cost of repair or replacement will be added to the student account.

Payment Information - this will be included as an optional payment as part of the annual registration process.

SECTION 3 - Student Acceptable Use Information

District Acceptable Use of Chromebooks/Devices

Through this digital learning program, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District Acceptable Use Policy and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use.

Network Safety and Acceptable Use Guidelines:

1. Use of D230-owned Chromebooks and the use of personal-owned using the district's network falls under the D230 Acceptable Use Policy (AUP).
2. Failure to follow D230 Acceptable Use Agreement may result in immediate suspension of all technology privileges, complete revocation of privileges, and/or disciplinary action.
3. Free wireless access at school will be provided by D230. The District is not responsible for personal charges for accessing other wireless connections or other data charges.
4. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While D230 will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

What is Acceptable Use?

Any use described below is deemed "acceptable" and consistent with the D230 Acceptable Use Policy for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the head dean at each school:

1. Use of Chromebooks mainly for educational purposes.
2. Use furthers the educational and administrative purposes, goals, and objectives of D230.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use furthers research related to education and instruction.
5. Use does not violate the student code of conduct or the D230 Acceptable Use Policy.

What is Unacceptable Use?

Any of the following uses is deemed "unacceptable" and a violation of the D230 Acceptable Use Policy for Technology:

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use Policy, this User Agreement, the Student Code of Conduct, or federal/state law.

3. Using any other Google account other than the D230-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Internet / Non-Educational Computer Games.
7. Use of outside data disks or external attachments without prior approval from the administration.
8. Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, backgrounds, screensavers, etc.).
9. Downloading unauthorized Apps.
10. Spamming and/or Sending mass or inappropriate emails.
11. Gaining access to other student's accounts, files, and/or data.
12. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
13. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, e-mail, etc.
14. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
15. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
16. Bypassing the D230 web filter through a web proxy.

Use of Personally-owned Laptops and other Communications Devices

Personal devices can enhance and enrich learning opportunities both at home and at school. Our school is committed to allowing responsible, learning-centered use of personal devices at school to provide pathways to understanding for our students.

Student Responsibilities for Use of Personal Devices

1. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices only as directed by their teacher.
2. Personal devices must only be brought and used at school with parents'/guardians' permission.
3. The sole purpose of the use of personal devices at school is educational.
4. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
5. The use of personal devices falls under the District 230 Acceptable Use Policy.
6. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

7. Students shall not take or distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
8. The school or school district is not responsible for routine maintenance, technical issues, theft, or breakages that may occur to personal devices while on the school's campus.

Notes to Parents/Guardians Regarding Use of Personal Devices

The school's network filters will be applied to personal devices connected to D230's network and any attempt to bypass the network filter is prohibited. As appropriate, D230 will place applications on the personal device or direct students to download applications. D230 will not be responsible for repair or replacement of personally-owned devices.

Each student is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately. D230 takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep their possessions secure, students will have the final responsibility for securing their personal devices and data. Additionally, D230 is not responsible for maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

Expectation of Privacy

Users should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. District 230 retains the right to monitor, access, and review all student messages or information accessed or created using D230-owned Chromebooks, D230-sponsored Google Apps accounts, and/or other D230-related network files.

SECTION 4 - Information Security, Privacy, and SOPPA

At Consolidated High School District 230, we take information security seriously. Please visit our Information Security, Privacy, and SOPPA page for more details on our website at

<https://www.d230.org/departments/information-technology-services/information-security-privacy-soppa>.

Google requires annual consent for students under 18 to access additional Google services such as YouTube, Google Translate, and Google Maps. Your signature on the annual digital learning program agreement provides this consent.

SECTION 5 - Digital Course Offerings

District 230 offers opportunities for students to select digital courses. These enrichment and credit courses may meet both face-to-face and by using Canvas online. The digital learning courses meet the same required learning outcomes as the face-to-face courses, yet the course delivery method may be both in-person and via the Internet, including homebound education for students who are unable to attend school for a period of time. District 230 currently offers a variety of digital tools to assist students when it comes to ensuring they are learning. Some tools include Canvas, Google Classroom and other district supported sites. These courses meet the required components of Board Policy 6.185 (Remote Education Programs). In the event that your student takes a flexible course model using digital tools to ensure success, he/she will receive the same credit and course name on the transcript as the face-to-face course (i.e. .5 credit; College Algebra).

District 230 ensures all learning goals for all courses have been developed and are aligned with the Illinois State Standards and D230 curriculum essential learning outcomes. In addition, students will be assessed through a variety of methods, including the use of digital assessment methods, to ensure progress towards mastering the learning outcomes. When students are working digitally, they may be working on projects using digital tools. Teachers may establish meeting dates and success criteria for all students in the course. The teacher may offer additional hours to receive additional support, participate in learning activities or take assessments. For homebound students, the teacher may meet with the student off-site.

Teachers will provide a syllabus and pacing guide. Courses will be set up using Canvas and other digital tools which will outline the course modules, syllabus, and learning expectations for the course. The teacher may have virtual office hours. The teachers will also communicate email expectations and how to set-up text reminders as well. If a student has an IEP, required modifications and/or accommodations will be met.

Students may need access to the Internet outside of the school day. Students must work to meet the weekly course deadlines and maintain a passing grade in the course. If the student's grade drops below a 70%, the student may be required to attend a face-to-face course providing availability and student accessibility. The student must meet the requirements specified by the instructor, the student handbook and the technology Acceptable Use Policy.

SECTION 6 - FAQ & General Guidelines

Frequently Asked Questions

Does the Chromebook require a wireless internet connection?

The Chromebook has the capability to work online (connected to the Internet) or offline (not connected to the Internet). Wifi access is provided at school at no cost. Google Apps can be easily used with any wifi connection.

Are students required to purchase a Chromebook from the school district?

All students are required to have the Chromebook, unless an alternative device is required by an IEP or 504 plan. If they choose not to pay at registration, they will be billed for the device through Skyward.

Can a student purchase a Chromebook online or from a retail store?

In order to provide quality, ongoing support for our students and teachers, students are not permitted to use a Chromebook purchased from an outside source. It is critical that our learning environments have some standardization with a school device. Note that we allow "Bring Your Own Device" as a supplemental program.

If a student qualifies for the annual fee waiver, do they still need to pay the Chromebook fee?

Students qualifying for a fee waiver will not be required to pay the annual chromebook fee. Repair costs will also be waived for mechanical issues and defects. However, in the event the device is damaged or lost, students will be charged the appropriate incident charge and/or the replacement costs.

Will my student's payment of the annual Chromebook fee eliminate textbooks and/or other costs?

While many schools speculate that individual devices will lower the cost of textbooks by providing electronic versions, our school district cannot promise additional cost savings by the integration of Chromebooks. Some of our student's textbooks are available and provided in an electronic format, and families may save money as a result. However, since the publishing industry and availability of electronic textbooks is not within our control, we cannot guarantee that our digital learning initiative will have on the cost of textbooks for our families.

What if I don't have WIFI at home?

If you do not have WIFI at home, please contact your school main office. Free access is available at the local Public Libraries, as well as many restaurants and stores. Also, the Chromebook has the capacity to work offline - any work created while offline will automatically sync when connected to wifi.

What are the parent/guardian responsibilities in terms of replacement of the Chromebook if it is lost, stolen, or damaged?

Chromebooks are considered to be comparable to a textbook or any other school-owned educational tool provided to and checked-out to students. The expectation is that the device and its accessories will be returned upon withdrawal or request in good and working condition.

Regardless of circumstances resulting in the breakage (accidental droppage, fault at home, “borrowing” from a friend, etc.) if a Chromebook is lost, damaged, or stolen, the student and parent/guardian who signed for the device is responsible for the incident cost for the lost, stolen, or damaged item.

How are apps added to the Chromebook?

Using Google Apps, students can apply apps and shortcuts to their Google Apps account. Once logged into their account, these changes can be made and applied to their account whenever and wherever they are logged in.

How do I monitor my child’s use of the internet?

The internet usage is filtered through the internet provider’s filter. Therefore, use of a wireless wifi device at a District 230 School (Chromebook or personal) is filtered content through D230 filtering software. When the wireless wifi device is taken home or to another location, that location’s filtering is in place. If no filter is in place at home, the internet is not filtered.

Although Google accounts features methods of reviewing internet searches and web history, these histories can easily be deleted or cleaned. D230 encourages parents to investigate and secure wireless internet filtering services for home use.

Who do I contact with questions regarding the Chromebook?

Please contact your child’s teacher or administrator with any questions or concerns relating to your student’s Chromebook device.

A Parent’s / Guardian’s Guide to High School Technology Use

District 230 encourages a partnership between schools and families when considering the safe, productive, and meaningful use of technology in education. There is too much at stake with our high schoolers to passively provide technology without appropriately and firmly establishing guidelines for ethical and safe use. Although each family is unique, the following practical tips have been developed to serve as a compass for District 230 parents and guardians when establishing guidelines and expectations for technology use with their high school student. Many families have already developed safe-use guidelines for their High schoolers; for others, this may be a starting point.

No matter where your family may be on this spectrum, read below and consider these suggestions:

1. Start the dialogue - Discuss very openly with your High schooler about what is acceptable technology use. Ask them about current trends they are seeing at

school, and friends' houses, and in their own home. Understand the technology they are using.

2. Conduct a technology inventory - Know what devices your High schooler is using and what these devices are capable of in the online world. This includes desktop computers, laptops, cell phones, smart watches, iPads, Kindles, and gaming devices (many video games systems are wifi capable and can be used to interact online). Keep track of where these devices are kept in your home.
3. Accountability - Establish boundaries for when, where, and how technology will be used in your home. Firmly establish an acceptable time each evening when technology devices will be turned off or turned in to parents. Closely consider WHAT your child has access to in your home and WHERE that access is located.
4. Online safety - Firmly discuss the dangers of giving out their personal or identifying information to anyone in an online environment. Be sure they understand that this includes photos, addresses, phone numbers, first or last names, email addresses, passwords, name of their school, parents' workplaces, etc.
5. "What do I do if...?" - Outline how you expect your High schooler to respond if a situation occurs which is uncomfortable, unethical, or threatens their or someone else's safety (unfiltered access at a friends house, cyberbullying, pornography, plagiarism, online harassment, etc.). Let them know that you expect to be informed so you can determine what the best course of action may be.
6. Technology acceptable use checks: Learn how to check your High schooler's devices for internet history, downloads, photos, videos, and more. Parents / guardians should know all passwords to all students accounts. High schoolers (although they will tell you differently!) simply do not have a right to privacy in this area at this point in their developmental lives. Monitor your child's use of technology in your home.
7. Communicate with the school: Contact your school's counselor, teachers, or administrator with questions, concerns, or any needs you may have. Although a situation may be new to you, it could be something that the school has seen before and can help with. Or, you could be bringing up a new situation or circumstance of which the school needs to be aware.

The safety and well-being of our students is the foremost priority in promoting technology in education. Schools depend greatly on partnerships with families in order to ensure the safety of our students.

In summary, it's critical for schools and parents/guardians of high schoolers to know:

- **what device** your high schooler is using
- **when** they are using their device
- **how** they are using the device
- **where** are they going in their online world
- and **with whom** they are interacting

SECTION 7 - Required Permissions and User Agreements

1. Parents/guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances.
2. Any malfunction or damage that is determined by D230 technology staff to be a manufacturer's defect will not be charged to the student and will be replaced free-of-charge. This determination is to be made solely by school administration and D230 technology staff.
3. All repairs and replacements must be arranged through District 230. DO NOT contact manufacturer directly for repair options.
4. If your Chromebook is lost, damaged, or having technical issues, please report this to your teacher immediately.

Signatures Required on file for both Parents & Students *(Parents will fill out at registration)*

1. [District 230 Acceptable Use Policy](#) - covered in the handbook for students
2. [Parent Digital Learning Program/Chromebook Agreement](#) - included in registration step