



1:1 Student and Parent/Guardian Handbook

School District believes that technology should be an interdisciplinary and collaborative approach involving authentic, real-world, engaging learning experiences for all of its stakeholders. All learners gain and utilize essential skills that extend beyond the classroom and foster lifelong learning with the goal of creating productive citizens that contribute and thrive in our ever-changing society.

Receiving Your Chromebook

Parent/Guardian Orientation

All parents/guardians are required to attend a Chromebook Distribution Night and sign the District Chromebook Agreement before a Chromebook can be issued to their student.

Student Distribution

All students are required to attend a Chromebook Distribution Night with their parent/guardian and sign the District Chromebook Agreement prior to receiving their Chromebooks.

Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks from the Main Office, after they have registered for classes and have attended/viewed the presentation. Both students and their parents/guardians must sign the District Chromebook Agreement prior to picking up a Chromebook.

Returning Your Chromebook

End of Year

At the end of the school year, students must turn in their Chromebook and power cord. Failure to turn in the Chromebook and power cord will result in the student being charged the full replacement cost of the Chromebook and the power cord. The district may also file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from the District must turn in their Chromebook and power cord to their school's Main Office on their last day of attendance. Failure to turn in the Chromebook and power cord will result in the student being charged the full replacement cost of the Chromebook and power cord. Unpaid fines and fees of students leaving the District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be reported to a teacher. Students must provide any information they may have as to why the device does not work properly. A help desk ticket can then be submitted as soon as possible for a replacement. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended. **Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook and power cord. NOTE: Lost or stolen power cords will not be replaced.**

General Precautions

- Food or drink should not be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks and power cord should not be used or stored near pets.
- Power cords must not create a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Protective Carrying Cases

- It is highly recommended that each student purchase a protective carrying case for his/her Chromebook. This case should be used whenever the Chromebook is being transported or not in use.
- Protective carrying cases are not guaranteed to prevent damages. It remains the student's responsibility to care for and protect his/her device.
- Protective carrying cases shall only be used to store or transport a Chromebook (not textbooks, pencils, etc. as these may damage the device.)

Carrying Chromebooks

- It is recommended that Chromebooks are always transported in a protective carrying case.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective carrying case that will press against the cover. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.

Asset Tags/Serial Number

- All Chromebooks will be labeled with a District asset tag.
- The asset tag may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

Expectations for Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. **Failure to bring the Chromebook to school each day may result in disciplinary action.**

Repairing/Replacing Your Chromebook

- All Chromebooks in need of repair must be reported to a teacher so that a help desk ticket can be submitted and a replacement provided as soon as possible.
- Loss or theft of the Chromebook is also the student's responsibility and may result in the student being charged and a police report being filed.
- Estimated Costs for lost or theft items (subject to change)
Chromebook Replacement - \$265.00
Power cord - \$32.00

Charging Chromebooks

- Students should charge their Chromebooks at home every evening.
- Chromebooks must be brought to school each day with a full charge.

Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

Using Your Chromebook

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

Camera

- Chromebooks have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers.
- Students may print their work directly from their Chromebooks at school as directed by their teachers and to specified printing stations throughout the school when applicable.
- Students may set up their home printers with the Google Cloud Print solution to

print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet. Students are bound by the District's Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.

Appropriate Uses and Digital Citizenship

District owned Chromebooks are to be used for educational purposes and students are to adhere to the District's Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Programs, Updates and Operating System

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Malicious Use

Students are bound by the District’s Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).

- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District.
- If a website is blocked in school, then it will be blocked out of school.
- If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Software

- Google Apps for Education
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the Cloud.

Chrome Web Apps and Extensions

- The District’s Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Identification & Privacy

Chromebook Identification Records

The District will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number and name and ID number of the student assigned to the device.

No Expectation of Privacy

Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

School District Student Technology Commitment

PURPOSE: Students will utilize technology as a tool to challenge, expand and enhance learning. The School District may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will “Be Respectful, Be Responsible, Be Ready, and Be Safe” with their District-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Adhere to this technology commitment both at home and school.
2. Charge their 1:1 device nightly, and make sure it is ready each day with a full charge.
3. Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
4. Respect the Internet filtering and security measures included on the digital learning tool.
5. Back up important data files using cloud storage (such as Google Drive) regularly.
6. Use technology for school-related purposes only.
7. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
8. Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

1. Mark, deface, or place stickers on the school-issued digital learning tool.
2. Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
3. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
4. Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.
5. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
6. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
7. Reveal or post identifying personal information, files or communications to unknown persons.
8. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.
9. Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided computer technology.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this policy you agree to abide all of the conditions listed above and assume responsibility for the care and proper use of District issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

Chromebook Agreement

PLEASE TURN IN THIS PAGE TO YOUR CHILD'S SCHOOL

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and give my permission for my child to have access to and use the described District-issued technology.

Parent/Guardian Name (print):	
Parent/Guardian Signature:	
Date:	

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student Name (print):	
Student Signature:	
Date:	
Grade:	

By signing below, I acknowledge that my student has received his/her Chromebook and power cord.

Parent/Guardian Name (print):	
Parent/Guardian Signature:	
Date:	

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Appendix A

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Student Authorization for Electronic Network and Resource Access

Required for ALL Students:

Early Childhood and Kindergarten - Grade 8

Our school district has the ability to enhance your child's education through the use of electronic networks and resources, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards

that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this education opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Parents/guardians are legally responsible for their child's actions. If you agree to allow your child to have access to District I13A's electronic network and resources, please sign the Authorization that appears on the receipt for the Code of Conduct and Student Information.

AUTHORIZATION FOR ELECTRONIC NETWORK AND RESOURCE ACCESS*

Students must have a parent/guardian read and agree to the following before being granted access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use of Electronic Networks and Resources will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures of parents/guardians are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

By signing the Authorization on the handbook receipt, parents/guardians acknowledge their understanding that access is designed for educational purposes and that the District has

taken precautions to eliminate controversial material. However, parents/guardians also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. By signing the authorization, parents/guardians agree to hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network and accept full responsibility for supervision if and when their child's use is not in a school setting. By signing the handbook receipt section regarding authorization for network and resource access, parents/guardians acknowledge that they have read the Acceptable Use of Electronic Networks and Resources policy contained in this handbook and discussed the rules and procedures with their child/ren. By signing the handbook receipt, parents/guardians hereby request that their child be allowed access to the District's electronic network and resources, including the Internet, and understand that this authorization will be in effect for the current school year. Should a parent/guardian decide to revoke this authorization at a later date, such notification must be made in writing to the child's current Building Principal.

*Electronic network includes, but is not limited to: e-mail, online connections, network usage and internet connections.