

North Harrison R-III School District



Chromebook Procedures, Information, and Agreement Handbook

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Statement of Intent for the Chromebook Initiative

The North Harrison School District intends to provide 21st century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program.

The North Harrison School District Initiative seeks to provide our students with access to technology.

Individual use of Chromebooks provides a way to empower our students to maximize their full potential as well as prepare them for all future endeavors wherever their educational journeys may take them. This program is about learning, and that learning results from dynamic and engaging interaction among students, parents, educators, and the community as a whole. The vital role of the teacher is not diminished as a result of the immersion of technology, it is actually transformed from being that of teacher-directed learning to learning that is teacher-facilitated. Teaching and learning through the integration of Chromebooks not only increases student engagement and ownership of learning, but allows for effective transformation of curriculum that can take place anywhere and at anytime.

The policies, procedures, and information within this document apply to all North Harrison School District Chromebooks. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents, students, and teachers, the level of responsibility necessary to participate in this initiative. The North Harrison School District reserves the right to make any additions or alterations to this policy necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of all of our students.

We believe....

- Students should enjoy learning as they are prepared for post-secondary goals and opportunities to become productive citizens.
- Students should be empowered to become life-long learners and critical thinkers and to work to their highest potential.
- Open communication between all stakeholders fosters a safe, caring, respectful learning environment.
- High quality curriculum, instruction, and assessment ensure that all students achieve a firm foundation in basic academic skills.
- Students should demonstrate physical, social, and emotional well-being.
- Students should learn and practice responsible behavior, integrity, and respect for others.

Goals for Student Users...

- To become more engaged in their learning by actively being involved in learning and thinking critically.
- To increase student productivity and organization both in and outside of the classroom when completing assignments, projects, and other activities assigned in all classes.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To encourage discussion and collaboration among both teachers and peers.

All users of the Chromebook will be required to review this document, as well as sign an agreement with the district to protect the hardware and software inherent with this technology. Participation in this initiative also requires frequent review with the administration and Technology Department to assess the included components and level of use through the course of the instructional day.

Acceptable Use of Chromebooks

All Chromebook use shall be consistent with the District's goal of promoting educational excellence. These procedures do not attempt to state all required behavior by users; however, some specific examples are provided. Student conduct is always being evaluated by district staff, which includes, but is not limited to: administrators, teachers, paraprofessionals, coaches, chaperones, and bus drivers. All staff can make recommendations regarding whether or not a user has violated procedures. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Privileges

The use of the District's Chromebook is a privilege, not a right, and inappropriate use may result in those privileges being denied, revoked, or suspended at any time. The Chromebook is subject to routine monitoring by district staff. The district reserves the right to supervise all Chromebook use, or to confiscate and search a student's district-owned Chromebook to ensure compliance with the Acceptable Use Policy. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

Cameras

The camera app will be available to students. The camera should not be used during the school day unless directed by the teacher. Misuse of the camera can result in loss of camera access.

Software Applications

The operating system originally installed must remain on the Chromebook in usable condition and be easily accessible at all times. Students will be granted permission to customize certain aspects of the Chromebook, however appropriate media must be used.

Disclaimer

The North Harrison School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes the loss of data or service interruptions. Use of any information obtained via the Internet is at the user's own risk.

Security

Network security is a high priority. If a user can identify a security problem, the user must notify the district technology staff immediately. Do not demonstrate the problem to others. Keep your account and passwords confidential at all times. Do not use another individual's account without permission from that individual and/or district staff. Any user identified as a security risk may be denied access to the Chromebooks.

Vandalism

Vandalism is any attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network. This also includes modifying the Chromebook in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the Chromebook. Vandalism may result in cancellation of privileges and other disciplinary action.

Unacceptable and Strictly Prohibited use

The user is responsible for his or her own actions and activities involving the Chromebook. Some examples of unacceptable uses are as follows:

- Using the Chromebook for any illegal activity, including violation of copyright, or transmitting any material in violation of any state or federal law.
- Unauthorized downloading of Apps or any other media such as videos, music, or images.
- Hacking or gaining unauthorized access to files or resources.
- Invading the privacy of individuals, that includes the unauthorized access or disclosure of information about anyone that is of a personal nature including a photograph, video, or audio recording.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Use of online resources selling term papers, book reports, and other forms of student work.
- Sending mass or inappropriate emails.

Receiving Your Chromebook (Check-Out)

1. In order to receive your district-owned Chromebook on the first day of classes, all students and their parents/guardians are required to carefully read this student Chromebook handbook, sign the Parent/Student Chromebook User Agreement, and submit the required prior and/or chromebook fee(s).
2. All Chromebooks remain the property of the North Harrison School District. The district reserves the right to collect and/or inspect your device at anytime and to delete any material or applications deemed inappropriate.

Returning Your Chromebook (Check-In)

The Chromebook, Case, Charger, and Charging Cable must be returned at the end of each school year in good condition for maintenance, cleaning, and software installations. Students will most likely receive the same device at the beginning of the next school year. If enrollment at North Harrison School is terminated for any reason (e.g., transfer, graduation, expulsion), all of these items must be returned on the date of termination or withdrawal. All Chromebooks, Cases, Chargers, and Charging Cables will be checked in prior to summer break. Failure to return the Chromebook will result in a theft report being filed. If a Chromebook is returned damaged beyond repair the student will be responsible for the full replacement cost of the Chromebook.

Replacement costs for damaged/missing items.

Accidental Damage Charges

All Subsequent Damage and/or Intentional Damages and/or Lost Item Claims

A. Chromebook/Keyboard	\$100.00	A. Chromebook/Keyboard	Replacement Cost
B. Case	\$ 40.00	B. Case	Replacement Cost
C. Charger	\$ 15.00	C. Charger	Replacement Cost
D. Screen Repair	\$100.00	D. Screen Repair	Replacement Cost

Note: If a claim is made, the device will be repaired/replaced at the discretion of the school district administration. If it is determined a Chromebook has failed due to no fault of the student, the fee for repair/replacement may be waived at the discretion of the school district administration.

Responsibilities

Parent/Guardian Responsibilities:

- Talk to your children about the values and standards of all media such as television, telephones, movies, music, and radio.
- Remind your children that misuse or damage to district-owned technology, including the Chromebook, is the financial responsibility of the family and that great care should be taken to treat the equipment properly and with respect.
- Review the Student Chromebook User Agreement with your child and make sure they understand fully the expectations on the use of the Chromebook at all times.

Student's Responsibilities:

- Using all technology devices, including the Chromebook, *in* a responsible, ethical, and safe manner.
- Proper care and maintenance for the Chromebook and all provided accessories.
- Obeying general school and district rules concerning behavior and communication.
- Helping North Harrison School protect its technology and systems by contacting a district staff member about any security problem they may encounter.
- If a student receives an email containing inappropriate or abusive language or if the subject matter is questionable, he/she should inform the school administration as soon as possible.
- Return their Chromebook to the school at the end of the school year or at time of un-enrollment/transfer to another school district. Students who withdraw, are suspended or expelled, or terminate enrollment in the North Harrison school district for any other reason must return their district-owned Chromebook on the date of termination.

School/District Responsibilities:

- Provide Chromebooks for students.
- Provide Internet and email access to students at school.
- Provide Internet blocking of inappropriate materials while on the district's network.
- Provide network data storage areas. These will be treated similar to school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Help ensure that any pictures, video, and audio recordings of any student or staff member are allowed only for school related purposes and with written consent.

Using the Chromebook In and Out of School

1. The Chromebook is the property of the North Harrison School District and as a result may be seized and reviewed at any time. Students should have NO expectation of privacy of materials -found on the chromebook or a school supplied email account.
2. The North Harrison School District assigned Chromebook is the only approved personal computer device allowed. All other computers/devices are not allowed and are subject to seizure.
3. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.
4. If students leave their Chromebook at home a loaner Chromebook will **not** be issued. They will still be responsible for getting their course work completed. Not having the Chromebook when it is necessary for completing coursework is not a valid excuse for not completing work on time. If a student repeatedly leaves their Chromebook at home, they *will* be required to meet with the building administration and may lose the privilege of taking the Chromebook home permanently or for a period of time.
5. If a student's Chromebook is being repaired, a loaner Chromebook may be issued, if one is available. The loaner Chromebook must be checked in at the end of the day.
6. Under no circumstances should a Chromebook be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the school office.
7. Chromebooks must be brought to school each day fully charged. Chromebook batteries have life of 8-10 hours. Therefore, if it is fully charged at the beginning of the day, there should be sufficient charge to utilize the device all day.
8. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes. Use of headphones, external or internal speakers is not permitted during passing time.

9. Updates to Apps and the Chromebook software are updated periodically. These updates will be 'pushed' to each student Chromebook by the Technology Department.
If an app does not update/download properly, it is the student's responsibility to contact the Technology Department.
10. The Chromebook affords limited electronic storage space, about 12 Gigabytes after operating system and core apps are installed. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space such as your Geog.le Drive account.
11. The district assigned Chromebook is designed as a tool for school work; any uses of the Chromebook should be limited to school activities.
12. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
13. Plagiarism is a violation of the North Harrison school District code of conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the internet, such as pictures, videos, music, and text.
14. Whether at school or at home, your district-issued Chromebook is intended for instructional use.
15. Printing: in the rare case, you need to print from your Chromebook, email the document to yourself or save it to your Google Drive account and print from a desktop computer.

Using the Chromebook at Home

1. Home Internet Access-- Students are encouraged to have wireless access at home. A student or family member may contact the school district technology department if they have questions about purchasing or setting up Wi-Fi at home.
2. Parents are responsible for student internet access at home.
3. If Wi-Fi access at home is unavailable, there will be locations throughout the school buildings where students can access the internet before and after school.

Personalization of the Chromebook

1. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, sexually explicit materials, inappropriate language, alcohol, drug, and gang symbols or pictures, or any image that is deemed inappropriate by any staff member are not permitted per school/district policies.
2. We recommend you put a passcode on your Chromebook to protect your personal information. If you forget your passcode, see the Technology Department.
3. You may NOT install apps from your personal accounts. The Chromebooks are managed by a school server and are not to be synced with any other accounts. If illegal software/apps are discovered, the Chromebook will be restored from backup or reset to factory defaults.
4. Each individual student will be responsible for setting up their North Harrison email account on the Chromebooks. Students are also responsible for checking their school email daily

Managing Your Files and Saving Your Work

Saving to the Chromebook:

Students work will be saved to the Chromebook Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Google Drive saves automatically and everything stored on the Chromebook is backed up on the Google Drive. Chromebook malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity:

The North Harrison School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Additional Software:

Students will not be able to load extra software/apps onto their Chromebook, as they will not have access to the App Store or iTunes. The North Harrison Technology Department will synchronize the Chromebook so that they contain all necessary apps. Students should not sync their Chromebook to a personal computer.

Procedures for Reloading Software/Apps:

If technical difficulties occur from unauthorized software/apps, the Chromebook will be restored from backup. The district does not accept any responsibility for the loss of data or any software or documents that are deleted during this process.

Jail-Breaking and Hacking

If one of the district's Chromebooks is found to have been Jail-Broken, hacked, or in any other way deliberately altered to adjust or increase the level of access to otherwise restricted features or Internet privileges, immediate appropriate disciplinary action will be taken which may include an expense passed to the parents or guardians if it is deemed appropriate by district personnel to recover time/expenses to restore the iPad to usable condition as a result of the said Jail-breaking, hacking, or alteration.

Chromebook Care and Maintenance Guide

General Information

- The Chromebook is the property of the North Harrison R-III School District and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the Chromebook and the charger they have been issued.
- Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to the Technology Department as soon as possible. The technology staff will determine Chromebook repair/replacement options. You may be issued a temporary Chromebook, or other materials, until your Chromebook is working properly or replaced.
- Each Chromebook has the ability to be remotely located.
- Each Chromebook has a unique identification number, and at no time should the numbers or labels be modified or removed.
- Do NOT lend your Chromebook to another person. Each Chromebook is assigned to an individual, and the responsibility for the care of the Chromebook solely rests with that individual.
- Keep your Chromebook off of the floor where it could be stepped on or tripped over.
- Unless an assignment requires the Chromebook to be brought out in public, like at a store or at a restaurant, or at the park; Chromebooks should only be used in school or at home. They should not be left out in plain sight or where they can easily be stolen or lost.
- Never leave your Chromebook unattended.

Battery and Charging

- Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. A charger and charging cord will be issued to each student with his/her Chromebook.
- The Chromebook is designed for daily use; therefore, each Chromebook must be charged at home, using the provided wall charger, and brought to school ready for use each school day.
- Fully charged Chromebook batteries will typically last 8-10 hours of use. Waiting to charge the Chromebook until the charge is low (less than 20% battery life or red indicator light) will extend the battery life.
- Chromebooks should never be left in a hot car or similar environments, as damage to the battery will result.

Cases

- Your Chromebook comes with a case. The protective case provides the Chromebook with sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device in and out of school. Leave the Chromebook in its case at all times.
- Chromebook cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. New Chromebook cases are available for purchase for \$40.00 if lost or not returned.
- You may purchase your own case for your Chromebook. All cases must be approved with the Technology Department BEFORE purchase.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels. Only labels placed on the Chromebooks by the North Harrison Technology Department are allowed.

Screen

- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the screen of the Chromebook.
- While the Chromebook is scratch resistant, it will scratch. Avoid using any sharp objects on the Chromebook.
The Chromebook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Chromebook and avoid dropping your Chromebook. Careful placement in your backpack is important.

Storage and Carrying

- Never expose a Chromebook to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store a Chromebook. The Chromebook has been known to stop functioning outside when the temperature rises too high or too low.
- The Chromebook is an electronic device, and care must be exercised when handling the Chromebook. Do not throw or slide a Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a backpack that contains food, liquids, heavy, or sharp objects.
- Chromebooks SHALL NOT be used outside on the playground, in the locker room, or in any bathrooms.

Chromebook Identification

- Each Chromebook is identified with a serial number which allows the school district to track school issued devices.
- Student Chromebooks are labeled on the back of the Chromebook. School District and student name will be listed on the label. See the Tech Department for replacement labels.

Parents/Guardians Guide to Safe Chromebook/Internet Use

The North Harrison School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a list of suggestions drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach him/her how to act as she/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the Chromebook. While the Chromebook is an engaging device, it is a school device. Care and constant monitoring will reduce your exposure to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.

Read and share with your child the North Harrison R-III School District Chromebook care and use policies. This can help create a clear set of expectations and limitations for you child.

Chromebook Insurance

The school district recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the school district and the parents/students. Therefore, we have put the following guidelines in place.

Insurance Fees

Each student is responsible for paying a non-refundable usage/insurance fee annually before he/she will be allowed to take the device home. The insurance fee should be paid to the North Harrison R-III school district.

The insurance fees are listed below:

One Student.....	\$15.00
Family (2 or more students in grades 7-12).....	\$25.00

North Harrison School Student Pledge for Chromebook Use

- I will use my Chromebook in appropriate ways that meet the North Harrison School expectations and only for educational benefits.
- I understand that the Chromebook is property of the North Harrison RIII School District and is subject to inspection at any time.
- I will not use my Chromebook to spread any harmful communication via emails, journals, blogs, web pages, or any other form of communication.
- I will always follow the policies of the Acceptable Use Policy and the Chromebook Usage Policy.
- I will take good care of the Chromebook to ensure it remains in good, working condition.
- I will never leave the Chromebook unattended.
- I will not alter the Chromebook with writings, marking, stickers, or any other form of defacing.
- I will charge and bring my Chromebook to all my classes on a daily basis. I understand failure to not have my Chromebook ready for all classes can result in disciplinary action.
- I will not attempt any repairs on the Chromebook, try to reassemble it in any way or alter any software/apps that are provided.
- I will file a police report in case of theft as is required by insurance.
- I will inform my teacher immediately of any issues with my Chromebook.
- I will be responsible for all damages to the Chromebook and ensure a Chromebook is returned with its charging cord/adapter and protective case in good condition. This is an obligation for graduation.

Student Name: _____ Grade: _____

Student Signature: _____

Parent Signature: _____

Date: _____