Staples-Motley School District
Chromebook Policy and Usage Handbook

The mission of the 1:World program in the Staples-Motley School District is to create a collaborative learning environment for all learners. This environment will enable students and teachers to implement transformative uses of technology while enhancing students' engagement with content while promoting the development of self directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. This technology does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members all play a key role in the development of effective and high quality educational experiences.

Device Purpose
The Staples-Motley School District is supplying students with a Chromebook device. This device is property of the Staples-Motley School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web based tools as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Staples-Motley 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 Chromebook use in their classroom.

Receiving Your Chromebook
1. Student and Parent/Guardian Orientation
   ○ All students and parents/guardians are asked to attend an orientation session offered during Back to School Open House and sign the Staples-Motley School District Chromebook Policy and Usage Handbook before a Chromebook can be issued to their student. In addition, the $30 Insurance Premium is expected to paid by October 2nd, 2017.
2. Distribution
   ○ Chromebook distribution will take place during the Open House and within the first few days of school, <u>after documentation and insurance payment are secured</u>.
3. Transfer/New Student Distribution
   ○ All transfers/new students will be able to pick their Chromebook from the School Office or Information Technology (IT) Department. Both student and their parents/guardians must read and sign the Staples-Motley School District Chromebook Policy and Usage Handbook prior to picking up a Chromebook and peripherals.

Return Your Chromebook
1. End of Year
   ○ At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook and peripherals will result in the student being charged the full $321 replacement cost. Staples-Motley School District will also file a report of stolen property with the Staples Police Department.

2. Transferring/Withdrawing Students
    ○ Students who transfer out of or withdraw from Staples-Motley School District must turn in their Chromebooks and peripherals to the School Office or Information Technology Department on their last day of attendance. Failure to turn in the Chromebook and peripherals will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Staples-Motley School District may be turned over to a collection agency. Staples-Motley School District may also file a report of stolen property with the Staples Police Department.

Bring Your Own Device

Juniors and Seniors enrolled in two or more Central Lakes College classes may request to bring their own device. Requests will be individually evaluated by the Information Technology Coordinator and High School Principal. Request deadline is the end of the first week of school. Request forms are located in the high school office. The Information Technology Department will not provide support for personally owned devices. All Chromebook fees paid are non-refundable. This is a privilege and can be taken away for violation of Staples-Motley School District policies.

Insurance

Staples-Motley School District requires that families choose or determine which of the school provided protection plan options they will use to protect the school owned Chromebook.

Option 1

Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be $25.00 with the deductible increasing by $25.00 each time a claim is made within the current school year. If a student withdraws from Staples-Motley Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Insurance will cover the repair of any underline accidental damage to your child's Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the parent or guardian paying the $25 deductible (for a first time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook, including damage caused by negligence.

Annual Premium Due at Start of School Year	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$30 per device	$25	$50	$75

Insurance Notes:
- Insurance is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles
- Intentional abuse will void all insurance coverage and student will be changed for full replacement costs
- Insurance does not cover loss due to theft or misplacement
- All previous year charges must be paid prior to a student being issued a Chromebook

Option 2
Provide the district proof of your own insurance. Your homeowners insurance may cover it, so check with your agent to be sure.

Lost, Stolen or Negligent 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. The replacement costs are listed below. 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 $249
      Case $35
      AC Adapter & power cord $37

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook and peripherals will be turned over to a collection agency.

Taking Care of Your Chromebook
Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the School Office or Information Technology Department. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions
- No food or drink is allowed next to 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 unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be shut down when not in use to conserve battery life. Chromebooks should never be shoved into a locker or improperly wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook
The protective case of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care.
- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

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 touch screen with anything other than finger
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry antistatic, or microfiber 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 very convenient and relatively inexpensive.

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 Chromebook to all classes.

At Home: All students are required to take their Chromebook home each night throughout the school year for charging. The School **WILL NOT** have chargers available to check out. If a student loses their charger, they can purchase one at school for $37. ***Chromebooks must be brought to school each day in a fully charged condition.*** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headsets or 'earbuds' for any audio projects they work on.

Printing

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.
- Students will be encouraged to digitally publish and share their work with their teachers and peers 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

No Expectation of Privacy and Monitoring Software

Students should have no expectation of confidentiality or privacy with respect to any usage of Chromebook, regardless of whether that use is for school-related or personal purposes, other than specifically provided by law. Staples-Motley School District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Teachers, School Administrators, and Information Technology staff may use monitoring software that allows them

to view the screens and activity on student devices.

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. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. 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.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or Staples-Motley School District staff at any time.

Personalized media is subject to inspection and must follow the Staples-Motley School District Internet Acceptable Use Policy.

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

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 shutdown and restarted.

From time to time the school may add software applications 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 Chromebook other than what has been approved by Staples-Motley School District.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:World environment it is impossible for support

staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. 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.

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 serial number
- ●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, they should be stored in their lockers ***with the lock securely fastened.*** Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their 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 School Sponsored Events
Students are responsible for securely storing their Chromebook during school sponsored events
(sport events, music concerts, field trips, etc.).

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, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is not 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
- ● While undergoing repair, loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Information Technology Department.
- ● 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 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/guardians will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents/guardians will be billed for parts and labor.

Accidental Damage or Loss Protection
As part of the 1:World Chromebook initiative at Staples-Motley School District, the district requires the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. Staples-Motley School

District will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The 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.

This insurance policy <u>does</u> <u>not</u> cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Staples-Motley School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Chromebook Technical Support

The School Office located at the school will be the first point of contact for repair of the Chromebooks. Office staff will contact the Information Technology Department. Services provided by the Information Technology Department include:

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

Access to the Internet

- Not access material that is obsene, pornography, harmful, or otherwise inappropriate for education.
- Not use Staples-Motley School District technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
- Not engage in any illegal activities on the Internet.
- Not attempt to override or bypass any protection measure that has been put in place by Staples-Motley School District to block and/or filter access to Internet Sites that are not in accordance with policies of Staples-Motley School District.
- Shall not disclose personal identification information on the Internet.

Staples-Motley School District
Acceptable Use & Digital Citizenship Policy

DIGITAL CITIZENSHIP

1. Current filtering methods

Staples-Motley School District comply with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors"
- "adopt and enforce a policy to monitor online activities of minors"
- "adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including socalled "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

Staples-Motley School District employ the following methods to enforce each of these requirements:
- The District uses an inhouse firewall to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is filtered by Google Apps services to help filter out inappropriate content & junk email.
- Who may review the student and staff Internet access logs to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for disciplinary reasons or illegal activity.
- The District has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the district's principals, in cooperation with information provided by the technology staff. These offenses follow the same disciplinary policy as other discipline at Staples-Motley Schools. For more information about the district's Network/Internet Agreement form, please see STAPLES-MOTLEY ISD #2170 POLICY #524 INTERNET ACCEPTABLE USE AND SAFETY POLICY.

Staples-Motley Technology Use Agreement

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians (of students in grades 8-12)

Please check one of the following options:

☐ I accept and will abide by the Staples-Motley School District Chromebook Policy and Usage Handbook & Internet Acceptable Use and Safety Policy & Acceptable Use and Digital Citizenship Policy. **Additionally, I would like to purchase insurance through the Staples-Motley School District in the amount of $30.**

☐ I accept and will abide by the Staples-Motley School District Chromebook Policy and Usage Handbook & Internet Acceptable Use and Safety Policy & Acceptable Use and Digital Citizenship Policy. **I DO NOT wish to purchase insurance through the Staples-Motley School District and understand that I am responsible for 100% of all damages. I have provided proof to Staples-Motley School District of my own insurance.**

☐ I accept and will abide by the Staples-Motley School District Chromebook Policy and Usage Handbook & Internet Acceptable Use and Safety Policy & Acceptable Use and Digital Citizenship Policy. **I DO NOT wish to have my child issued a Chromebook to take home.** *(PLEASE NOTE: if you choose this option, students will be able to check out a Chromebook for daily use for the Information Technology Department. Students will be responsible for all damages while the device is in their possession).*

Parent Name (print) _____

Signature_____Date_____

Student

☐ I have read and understand the Chromebook Policy and Usage Handbook & Internet Acceptable Use and Safety Policy & Acceptable Use and Digital Citizenship Policy . I understand that my failure to follow the guidelines and expectations outlined in these documents may result in disciplinary action.

Student Name (print) _____

Signature_____Date_____

Grade _____