

SCHOOL DISTRICT OF THORP

CHROMEBOOK PROCEDURES AND INFORMATION

Including Acceptable Use Policy

2020-2021

PARENT/STUDENT HANDBOOK

Parents/Guardians & students must sign the Chromebook Agreement at the back of the handbook in order for students to receive a Chromebook.

A digital copy of this handbook is also available on the School District of Thorp Website.

Use of Technology

All students grades 1-12 will have access to Google Chromebooks for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the School District of Thorp Acceptable Use Policy.

Ownership of the Chromebook

The School District of Thorp retains sole right of possession of the Chromebook. The School District lends the Chromebook to the students for educational purposes only for the current academic year. Additionally, the School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Receiving Your Chromebook

In order to receive your chromebook you will need to complete the following forms (Chromebook Agreement & Website & Social Media Guidelines). Any technology fees that are on your school account needs to be paid in full in the high school office.

Returning Your Chromebook - End of the Year

At the end of the school year, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring / Withdrawing Students

Students that transfer out of or withdraw from the School District of Thorp must turn in their Chromebooks and peripherals and accessories to the high school office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged full replacement for the device (\$320.00). Unpaid fines and fees of students leaving the School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the School District of Thorp technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

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 school. 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.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

Google Apps for Education

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

Chrome Web Apps and Extensions

- 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. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification Records

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the students assigned to the device. Each student 7th-12th will be assigned the same Chromebook for the duration of his/her time at the School District of Thorp. Take good care of it!

Repairing/Replacing Your Chromebook

The following are estimated costs of Chromebook parts and replacements (subject to change):

- Replacement - "Intentional destruction of property" - Up to \$320.00 or Depreciated Value
- Screen - \$80.00
- Keyboard - \$65.00 (for missing and damaged keys)
- Power Cord - \$35.00
- Exterior Damage - \$20.00 - \$60.00
- Placing stickers, writing, drawing, engraving or otherwise defacing the device. - \$30.00
- Removal of identifying tags or stickers (asset ID tag, TSD labels) - \$5.00/instance

No Expectations of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

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

Educational Use

School issued Chromebooks should be used for educational purposes, and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks in their case to all classes unless specifically advised not to do so by their teacher.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned device.

- Chromebooks on loan to students having their devices repaired may be taken home.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.

Backgrounds and Themes

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

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

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 with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school 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 given the privilege 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, however, some applications can be used while not connected to the Internet. Students are bound by the School District of Thorp Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home face a consequence as detailed in the Student Code of Conduct.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or technology coordinator, or ITCT as soon as possible so that they can be taken care of properly. School owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets. & Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care, with the screen closed and in your carrying case provided by the district. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of a Chromebook when it is closed. Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks). Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags and Logos

All Chromebooks will be labeled with a school asset tag. Asset tags may not be modified or tampered with in any way. Removal of labels may result in a fine.

Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

Warranty and Insurance

The School District of Thorp will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office of the campus where the student attends.

DIGITAL CITIZENSHIP

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

ACCEPTABLE USE POLICY

The curriculum goals of the School District of Thorp call for integrating technology into our instructional programs and classroom practice. Towards this end, students' access to and use of electronic resources, including the Internet, is age and grade-appropriate and increases gradually from year to year. Use of the Internet by students at any grade is required to be related directly to specific curriculum objectives. At the elementary level, access to the Internet takes place only under the direct supervision of an adult.

With this opportunity to make use of electronic resources comes the need for personal responsibility on the part of users. To ensure responsible use we have enclosed an Acceptable Use Agreement to be signed by parent and child when children enter the school system, with the understanding that it will be signed every year. Please discuss this agreement with your child and emphasize its importance. Noncompliance can result in revocation of computer-use privileges and/or other disciplinary measures.

Please note that conduct that is prohibited at school or a school sponsored activity is also prohibited off campus when it has the effect of seriously interfering with the educational process. In considering such interference, school officials will consider the following factors:

- whether the conduct seriously impeded the day to day operation of the school;
- whether the incident occurred within close proximity of a school;
- whether the conduct had a direct and negative impact on another student's academic performance or safety in school.

For your child's safety, we strongly recommend that you monitor your children's at-home access to the Internet. We also request that you instruct them not to use their home computers or other electronic devices to transmit material that is inappropriate or offensive, particularly to schoolmates or staff members.

We have installed filtering software at all levels within our school district. While we do not consider it a substitute for teacher supervision or for our responsibility to provide students with clear and precise direction for use of the Internet, the software bars access to inappropriate sites with a very high degree of certainty. However, no filtering software is 100% foolproof. There remains the possibility, however slim, that despite these safeguards, your youngster may be able to see material that you and/or school officials might find inappropriate. Your signature on the agreement indicates that you are aware of this possibility.

Thank you for your cooperation in helping us to ensure that all of our students make use of our computer resources in a safe and responsible manner.

ACCEPTABLE USE AGREEMENT

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language should follow the same rules I follow in my class and in my school.

To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to unsecured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or sex.
10. I will not damage the computer or anyone else's work.
11. I will not break copyright rules or take credit for anyone else's work.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
13. I will not block or interfere with school or school system communications.
14. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
15. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

CHROMEBOOK AGREEMENT

By signing below, the student and their parent/guardian agrees to follow and accept:

- The Acceptable Use Policy
- This Chromebook agreement in its entirety
- The website and School Media Guidelines.
- The School District owns the chromebook, software and issued peripherals
- If the student ceases to be enrolled in the School District of Thorp, the student/parent/guardian will return the Chromebook in good working order or pay the full \$320 (depreciated value) replacement cost of the computer. In addition, the student must also return both the Chromebook charger and case. Students may be charged for any piece that is not returned, or for any damages to the equipment.
- In no event shall the School District of Thorp be held liable to any claims of damage, negligence, or breach of duty.

Student Information

Please complete the boxes below to identify the student and the assigned device.

Grade:	Device Asset Tag ID:
Signature Date:	
Student Name:	Student Signature:
Parent/Guardian Name:	Parent/Guardian Signature: