

# *Charleston High School*

## **Chromebook Initiative**

Charleston High School is committed to supporting students and teachers in the implementation and transformative uses of technology while enhancing students' engagement with content. Providing an electronic device for student use both at school and home promotes the development of self-directed and lifelong learning. Our mission is to create a collaborative learning environment for all students which will enable CHS students to transition from consumers of information to creative producers and owners of knowledge forwarding our goal to have all Charleston High School graduates college or career ready.

### **1. Receiving Your Chromebook**

- Parent/Guardian Orientation: All parents/guardians are required to attend an orientation and sign the CHS Chromebook Agreement before a Chromebook can be issued to their student. Orientations will be held multiple times each year.
- Current students must sign the CHS Chromebook Agreement before receiving their Chromebooks during general distribution. New students will have the opportunity to receive their Chromebook upon transfer to the district and by signing the agreement.

### **2. Returning Your Chromebook**

- End of Year: At the end of the school year, students will turn in their Chromebooks. Failure to turn in a Chromebooks will result in the student being charged the full \$290 replacement cost. 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 CHS must turn in their Chromebooks to the office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$290 replacement cost. Unpaid fines and fees of students leaving CHS may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

### **3. Taking Care of Your Chromebook**

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 taken to the Tech Department as soon as possible so that they can be assessed for repair. District-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 or teacher designated space.

## **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 power cords should be safely plugged as to not 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.

## **Cases**

- Students will be issued a protective case for their Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect their device.

## **Carrying Chromebooks**

- Always transport Chromebooks with care. 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.
- 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 Engraving**

- All Chromebooks will be engraved with a District asset tag.
- Asset tags 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.

#### **4. Using Your Chromebook at School**

Students will have access to their Chromebooks throughout the day for educational and personal inquiry, creativity, and production. Teachers' curricular needs will determine if and when students have access to their Chromebooks in specific classes.

Charging Chromebooks:

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the media center and cafeteria available to students on a first-come-first-serve basis.

If a student does not bring his/her Chromebook to school:

- A student may stop in the Media Center and check out a loaner for the day.
- A student borrowing a Chromebook must abide by the original User Agreement.
- The Media Center will document the number of times a loaner is issued to each student for not having his/her own Chromebook at the school and will send reports to the office for those students that have more than one occurrence during the school year.
- The principal will take appropriate disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Media Center before the end of the school day in which it was check out.
- If a loaner is not turned in by the end of the school day, the Media Center will submit a report to the office and the principal will work on retrieving the loaner.

Chromebooks being repaired:

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Department.
- 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.
- A member of the Tech Department will contact students when their devices are repaired and available to be picked up.

Backgrounds and Themes:

- Students may personalize their Chromebook through backgrounds and themes, but inappropriate media may not be used. 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.
- Students should have their own personal set of headphones for sanitary reasons and may only be used at the discretion of the classroom teacher

Printing:

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the media center and computer lab. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school.
- 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 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 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.

## **5. Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi 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 CHS Computer Code, Technology Usage Policy, and all other guidelines in the document wherever they use their Chromebooks.

## **6. 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.

## **7. 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 (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.

## **8. Chromebook Identification**

### Records

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

## **9. Repairing/Replacing Your Chromebook**

### Tech Department

- All Chromebooks in need of repair must be brought to the Tech Department as soon as possible.
- The Tech Department will analyze and fix the problems.

### Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.

- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Tech Department.

Estimated Costs (subject to change) – The following are estimated costs of Chromebook replacements:

- Replacement - \$290

**Optional Insurance** (subject to change)

- The school is offering in-house insurance for parents/students for \$20 per year.

## 10. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that is for district-related or personal purposes, other than as specifically provided by law. The 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.

- **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.

## 11. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **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.
- **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.
- **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.

- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably 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.
- **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.

## CHROMEBOOK AGREEMENT / SIGNATURE FORM

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

- a. Acceptable Use Policy (Located each year in student handbooks).
- b. Chromebook Agreement
- c. Website and Social Media Guidelines (Below)
- d. That the Chromebook, software, and issued peripherals are owned by the school.
- e. If the student ceases to be enrolled, the student agrees to return the Chromebook in good working order or pay the full \$290 replacement cost.
- f. In no event shall Charleston Schools be held liable to any claim of damage, negligence, or breach of duty.
- g. This agreement extends to Chromebooks loaned from the CHS Media Center for loss/repair.
- h. Optional Insurance is available for purchase (\$20) at High School Office.

### WEBSITE and SOCIAL MEDIA Guidelines:

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for school.
- Do your own work! Do not use other people's intellectual property (words or media) without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts or images.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.
- Report inappropriate material to your teacher that makes you feel uncomfortable or is not respectful .

PRINT STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT PARENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

CHROMEBOOK # \_\_\_\_\_



### **Student Chromebook Insurance Agreement**

- Student will comply with the Computer Use Policy. Any failure to comply may terminate your rights of possession of the mobile device effective immediately and the school may repossess the property and discipline consequences may apply.
- Student agrees that the use of the mobile device is for educational purposes only.
- Student will bring the mobile device fully charged to school every day.
- Student will treat the equipment with the same care as if it were his/her personal property.
- Student will maintain the equipment in clean condition according to the manufacture guidelines.
- Student will avoid use in situations that may lead to loss or damage.
- Student will heed general maintenance alerts and advice from school technology personnel.
- Student will promptly report any malfunction, loss, damage or theft to the school principal/classroom teacher.
- Student will always transport the equipment with the utmost care.
- Student will return equipment in proper working condition on or before the required deadline as stated by the school/classroom teacher. If the student moves/transfers/withdraws from school, the mobile device **MUST** be submitted to the school prior to the student withdrawal. Failure to do so will be considered a theft and a police report will be filed.
- Carrying case is not included in insurance.

**Accidental Damage Insurance:** The borrower may agree to purchase mobile device insurance that covers accidental damage. The cost of insurance is \$20 per term to be paid annually. Accidental damages include: Liquid damage/spills, drops, cracked screen, theft, fire/flood, vandalism, and power surge. An insurance policy will only cover up to cost of the replacement value of one mobile device during a school term.

**Insurance Declined:** Students who choose not to participate in the insurance policy will be financially responsible for the entire cost or repair of the mobile device.

**Damage or Loss Due to Negligence:** The borrower also accepts full responsibility for the mobile device and agrees to reimburse the school full repair cost of \$290 as a result of negligence. Negligence is defined as failure to exercise the care that a reasonably prudent person would exercise in like circumstances.

**Hold Harmless:** The parents/student agrees to hold harmless the Charleston School District, its agents or employees from and against all claims, suits, damages, or causes from action arising from personal injury, loss of life or damage to property resulting directly or indirectly from use of school district equipment.

PRINT STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

PRINT PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHROMEBOOK # \_\_\_\_\_ CASH \_\_\_\_\_ CHECK# \_\_\_\_\_ RECEIPT # \_\_\_\_\_