

Kountze ISD

Student/Parent Chromebook Use Policy

2017-2018

The policies, procedures, and information within this document apply to all student Chromebooks used at Kountze Independent School District.

Legal title to the property (Chromebook, AC Adapter/Power cord) is with Kountze ISD. A student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the KISD Student Acceptable Use Policy, which is available on the school website. A student's possession of the Chromebook terminates no later than the turn-in date designated by Kountze ISD. There are no rights of confidentiality when using the Chromebook on the Kountzeisd.org domain. Contents of email and google storage, information regarding Internet usages, and network communications may be reviewed at the sole discretion of Kountze ISD. Kountze ISD reserves the right to modify this policy and its terms at any time.

Teachers may set additional requirements for Chromebook use in their classroom.

Fall 2017

| | |
|---|----------|
| Receiving Your Chromebook | 3 |
| Returning Your Chromebook | 3 |
| Taking Care of Your Chromebook | 3 |
| General Precautions/Guidelines | 3 |
| Privacy and Safety | 4 |
| Carrying the Chromebook | 4 |
| Screen Care | 4 |
| Using Your Chromebook | 5 |
| At School | 5 |
| At Home | 5 |
| Sound | 5 |
| Managing Your Files and Saving Your Work | 5 |
| Recording Feature and Camera | 5 |
| Personalizing the Chromebook | 6 |
| Originally Installed Software | 6 |
| Virus Protection | 6 |
| Additional Software | 6 |
| Inspection | 6 |
| Procedures for Restoring the Chrome OS | 7 |
| Digital Citizenship | 7 |
| Copyright and File Sharing | 7 |
| Protecting & Storing Your Chromebook | 8 |
| Chromebook Identification: | 8 |
| Chromebooks Left in Unsupervised/Unsecured Areas | 8 |
| Repairing or Replacing Your Chromebook | 8 |
| Chromebooks Undergoing Repair | 8 |
| Insurance Coverage, Loss, or Damage | 8 |
| Items Not Covered by Insurance | 8 |
| Loss Protection | 9 |
| Lost or Intentionally Damaged Device and Accessories | 9 |
| Estimated Costs of Chromebook and parts (subject to change) | 9 |

Receiving Your Chromebook

There will be a non-refundable annual usage, maintenance, and insurance fee of \$20 (\$10 for students who qualify for reduced lunch and \$5 for students who qualify for free lunch).

Parents and students must sign and return the Chromebook Policy Sign-Off and Student Pledge document and pay the usage fee before the Chromebook can be issued to the student.

Returning Your Chromebook

Student Chromebooks and accessories (AC adapter/Power cord) will be collected at the end of each school year for maintenance over summer vacation.

Any students who transfer out of Kountze ISD will be required to return their Chromebook and accessories prior to withdrawal papers being issued. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full (up to \$200).

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school.

General Precautions/Guidelines

- No food or drink is allowed next to your Chromebook while it is in use.
- 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 be shut down/put to sleep when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen. They may be placed CAREFULLY in bags but not under books.
- 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 Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Kindergarten - 6th Grade: Chromebooks will be left at school and charged overnight in each classroom.
- 7th Grade - 12th Grade: Chromebooks should be charged fully at home, every evening. No charging will be allowed in class due to tripping hazard and possible damage.
- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at KISD. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources at KISD.
- Access to KISD technology resources is a privilege and not a right. Each student will be required to follow the rules of the Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the District's Acceptable Use Policy, Student Code of Conduct, and Student Handbook.

- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school personnel to use professional judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the District's Acceptable Use Policy and abide by the rules defined in the policy.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's AUP.
- There are many sites on the Internet that can be potentially dangerous to minors. Kountze ISD makes every effort to block these sites both inside and outside of the district by installing filtering software. This software is not 100% accurate and some sites may not be blocked that should be. Parents should monitor their student's use of the Chromebook while the student is away from school.

Carrying the Chromebook

The protective shell 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. For example, you should not toss the bag or drop the bag if your Chromebook is inside.

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 poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, papers).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

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, textbooks, announcements, calendars, and email will also be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

At Home

7th Grade - 12th Grade: students are required to take their Chromebook home each night for charging. **Chromebooks must be brought to school each day in a fully charged condition.** If a student leaves their Chromebook at home they will not be able to do online assignments during the school day. Loaner Chromebooks will NOT be available. Repeat violations of this policy will result in referral to administration and possible disciplinary action. Please reference the campus Student Handbook.

7th Grade - 12th Grade: students are encouraged to use their Chromebook at home and other locations outside of school. A WiFi Internet connection will be required for some Chromebook usage. However, some applications can be used while not connected to the Internet. Kountze ISD is not responsible for any data charges due to Chromebook usage on home internet.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for purchasing earbuds to use with the Chromebooks in class.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive (preferred), or they may save to an external memory device such as an external SD 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.

Recording Feature and Camera

The Chromebook comes equipped with a microphone and camera. Kountze ISD retains the rights concerning any recording and/or publishing of any student or staff member's work or images. Permission must be obtained from the principal or teacher before recording or photographing an individual or group, or publishing a photograph or video of any school related activity. Unauthorized photographs or recordings are subject to disciplinary action.

Personalizing the Chromebook

Chromebooks and accessories must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of KISD. Spot checks for compliance will be done at any time. Students/Parents are free to purchase a protective cover or case to add extra protection to the Chromebook (this will NOT be provided by the district).

Inappropriate media may not be used as Chromebook backgrounds or themes.

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.

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 may have additional apps on their Chromebook. All additional software must be school appropriate and follow all terms of this policy. If parents/guardians have bought additional apps, they may place them on the Chromebook, but school apps take priority, and teachers or the technology department reserve the right to remove those apps at any point in time.

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.

Procedures for Restoring the Chrome OS

If the problem cannot be fixed quickly it will be restored to factory defaults. In a one-to-one 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 SD 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 the internal memory that have not been synced will not be restored.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
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. 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 other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and 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 use 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. I will act with integrity.

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.

Protecting & Storing Your Chromebook

Chromebook Identification:

Chromebooks can be identified in the following ways:

- Record of serial number and KISD asset tag
- Individual's Google Account Username

Under no circumstances are students to modify, remove, or destroy identification labels.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the library for identification. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair

- If a student's Chromebook is in need of repair from accidental damage or manufacturer defect, the student will receive a replacement Chromebook that will remain with them for the remainder of the school year.
- If repair is needed due to malicious damage, the school may refuse to provide a replacement Chromebook.
- Students and parents will be charged for Chromebook damage that is determined to be a result of misuse or abusive handling.

Insurance Coverage, Loss, or Damage

Included in the non-refundable annual usage, maintenance and insurance fee you will be supplied with a basic insurance plan. This plan provides repair or replacement coverage, both parts and labor, for the Chromebook if the damage is deemed to be from an accident.

Items Not Covered by Insurance

- Loss, theft, neglect, or deliberate damage of Chromebook, AC adapter/Power cord
- Cosmetic damages
- Effects of normal wear and tear
- Third-party products or effects that may damage Chromebook
- Recovery of software or data

Loss Protection

Kountze ISD requires 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 Student Code of Conduct and Student Handbook.

Lost or Intentionally 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 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. All equipment, whether original or parent-purchased replacement equipment (must be OEM parts), remains the property of Kountze ISD.

Estimated Costs of Chromebook and parts (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement (if lost or stolen)- \$200.00
- Screen- \$50.00
- Keyboard/touchpad- \$50.00
- AC Adapter/Power cord- \$35.00

Kountze ISD Chromebook Use Policy Sign-Off and Student Pledge 2017-2018

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night. (7th - 12th Grade students)
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of KISD.
- I will follow the policies outlined in the Student/Parent Chromebook Use Agreement/Policy and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook and/or AC Adapter/Power cord in the event that these items are lost or intentionally damaged.
- I agree to return the Chromebook and AC Adapter/Power cord in good working condition at the end of the school year.

The complete policy can be found at <https://goo.gl/V9TRdS>

The non-refundable annual usage, maintenance, and insurance fee of \$20 (\$10 for students who qualify for reduced lunch and \$5 for students who qualify for free lunch) must be paid in full before the student will receive the Chromebook.

Student Name: _____

Student Signature: _____

Student Grade (next year 2017-18): _____

Parent Name: _____

Parent Signature: _____

Date : _____

Payment should be attached to this document.
Make checks payable to Kountze ISD.