

Student Chromebook/Google Apps for Education Regulations

USD 452- Stanton County Public Schools

The Chromebook to any Stanton County Jr/Sr.High School student is the property of the USD 452 School District. Each student will also be issued a Google Apps for Education account. This account may include but is not limited to access to Email, Calendar, word processor, spreadsheet, presentation and other class required apps. The Chromebook and Google App account are on loan to the student and must be used in accordance with the following guidelines:

- Chromebook/Google App Security Policy during the school day:
 - Students must have their Chromebook with them, or locked in their school lockers. Chromebooks must never be left unattended. Faculty will pick up and give unattended Chromebooks to the Office or Tech Coordinator.
 - The Chromebooks are intended for use at school each and every day. In addition to teacher expectations for use, school messages, announcements, calendars and schedules may be accessed using the Chromebook and Google Apps. Students must be responsible for bringing their Chromebook and charger to school every day.
 - If students leave their Chromebook at home, it is their responsibility to make arrangements to retrieve the Chromebook. If not, it will be up to each classroom teacher to decide if daily points will be taken from the students grade. Loaner Chromebooks will not be provided to students who do not bring their assigned Chromebook to school.
 - Chromebooks should be brought to school each day fully charged. Students should charge their Chromebooks each night. Repeat violations will result in disciplinary action.
 - Chromebooks are not to be loaned to any other individual.
 - Additional and personal Apps may be purchased and installed by the user as long as they comply with school policies. However, be aware that your Google App account is the property of the District and will not be available to you once you are no longer a student at USD 452. The District will not reimburse you for any apps, music, media etc. purchase under your USD 452 app account.
 - Chromebooks will not be used to take pictures, or record sound or video without specific permission from school officials and consent from all parties involved. Violators will be subject to disciplinary actions
 - Sound must be turned off at all times, except when being used as a part of a class.
 - Students may use their own headphones to listen to music, etc., if they have the instructor's permission. Headphones belonging to the District are to be used for educational purposes only and are not to be removed from the classroom unless directed by the instructor.
 - Students will be instructed how to set up the Chromebook to work offline. This will allow the student to work on files at a location that does not have internet connection. It is the student's responsibility to make sure this is working and contact the District Tech for assistance if not. It is not an excuse not to do homework. Repeat offenders will be subject to the instructor's classroom policy.

- General Care and Precautions

- Students will not to deface their Chromebook in any way, for example, with stickers, pens, white-out, etc. If there are any questions, check with the administrators.
- Students will not remove any identification stickers placed on the Chromebook by the District or Manufacturer.
- Keep food and drink away from the Chromebook.
- Carefully insert all external devices into the ports. Example: Charger or USB stick.
- Do not transport the Chromebook with the screen open, unless instructed to do so.
- Students will protect their Chromebook computer from extreme heat or cold. Chromebook computers should never be left in a car. Do not leave outdoors.
- Chromebooks will be kept away from siblings and pets.
- Chromebooks will not be left on the floor or in a chair.
- Do not stack or store items on top of your Chromebook.
- Chromebooks are not to be crammed in a backpack or lockers in a manner that could crush or damage it.
- Be careful when carrying your Chromebook. If dropped, damage could occur.
- Chromebooks are not to be left in unattended areas such as the library, cafeteria or dressing rooms.
- Do not close the screen with items on the keyboard such as papers, pencils, USB stick.
- Do not poke, touch or write on the screen with any type of object.
- Do not repeatedly bang on keyboard or use excessive force on keyboard even when playing approved games or apps.
- Clean the screen with a soft dry microfiber cloth. If necessary lightly dampen the cloth before cleaning. DO NOT USE COMMERCIAL GLASS CLEANERS. Do not spray cleaner of any kind on the screen. Check with the Technology Coordinator if you have any questions.

- Email and Internet

- E-mail and all other forms of electronic communication are to be used in an ethical and responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- E-mail, network usage and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.
- Student email addresses should not be used for subscriptions or social networking such as Facebook, My Yearbook, etc.
- The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Internet games are prohibited in classes, activity period, and the library during regular school hours. Exceptions are educational games approved by the instructor such as Cool Math, etc. Violent games and games or apps containing obscene or pornographic material are strictly prohibited at any time.
- Use of the Chromebook (including chatting and social media) for anything other than a teacher-

directed or approved activity is prohibited during instructional time.

- The Chromebook will be proxied to filter outside the District just as if it were at school. Therefore, internet conduct outside the District can be monitored. When using the Chromebook outside the District, there is no expectation of any more or any less privacy than when at school.
- Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- Deliberate attempts to degrade the USD 452 network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network and or Google Apps to prevent unauthorized activity.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, Stanton County USD 452 reserves the right to define inappropriate use of technology.
- As Chromebooks are a new adventure for the District and the Students this policy may be modified as determined by the Board of Education and Administration.
- If the Chromebook is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- Before a student is issued a Chromebook computer, he or she must have paid the district technology fee and both student and parent/guardian must have signed the USD 452 Internet Policy Agreement and Student Chromebook Loan Agreement. The technology fee provides insurance that will cover theft, accidental damage, fire, power surge, vandalism, and natural disasters. Lost power cords are not covered and are the responsibility of the student/parent to pay or replacement parts. There is a deductible of \$50 per incident, which is the responsibility of the student/parent.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____