



Westside Consolidated School District Chromebook Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Westside High School.

Program Description

Each Kindergarten – 4th Grade regular education classroom will receive 3 Chromebooks to be used throughout the school day. There will be 4 carts issued to Westside Middle School with 30 Chromebooks per cart to be used throughout the school day. Additionally each student in 8th – 12th grade will receive a Chromebook for use at school and at home. This initiative provides access to online resources for learning by providing these devices to the students. This ensures that students can access what they need from wherever they are – school, home, anywhere with an internet connection. Every student has a device that provides interactive interface for students. Students can access tools and resources, post their current work, track their progress, and interact with teachers and other students through a variety of tools.

Westside School District is implementing the Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and to deepen student understanding of content.

What is a Chromebook?

A **Chromebook** is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

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Use of Technology

All students in grades 8 - 12 will be issued 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. Additionally, the last pages are the Chromebook Agreement form and Computer Insurance form for parents to complete.

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 may 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 Westside Consolidated School District's Student Computer and Internet Use Policies (Appendices A & B)

Ownership of the Chromebook

Westside Consolidated School District retains sole right of possession of the Chromebook. Westside Consolidated School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Westside Consolidated 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

Terms of Laptop Loan

Issuing of Laptops

Students within grades 8th-12th attending Westside High school will be issued a laptop after the following conditions of the loan are met:

1. Parent/guardian and student must sign Student/Parent Laptop Agreement forms (mandatory).
2. Parent/guardian must sign Computer Insurance Form (mandatory). Parents are to designate the appropriate choice. The annual insurance premium is \$35. Checks are made payable to the Westside School District. More information about the optional insurance plan is listed in this handbook. **NOTE: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of the computer. The replacement cost of the computer is \$400. Computers will not be reissued to students until damages and/or losses are paid to the school district.**

Procedure

1. The laptop will be assigned in the same manner as a textbook
2. The serial number of the laptop is recorded
3. The laptop is issued to a student and the loan recorded in Destiny, a database maintained for the loan of all school materials
4. The laptop remains with the student for the remainder of the school year unless s/he withdraws from school
5. Students are reassigned the same laptop each year while enrolled
6. Students are responsible for bringing laptops to school, taking them home each day and charging the battery each night
7. The laptops must not be left unsupervised at school or home in unsecured locations

Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus. Both students and their parents/guardians must sign the Westside Consolidated School District Chromebook Agreement and sign Computer Insurance Form (paying premium amount if selected) prior to picking up a Chromebook.

Returning Your Chromebook

End of Year

The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer.

- The school principal or his or her designee will be in charge of seeing this equipment is returned in a timely manner.

- Failure to return the laptop on or before the due date, to the school principal or his designee, will result in criminal charges being filed against the student, parent, and/or the person who has the laptop.
- The laptop remains the property of Westside Consolidated School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).
- At the end of the school year an announcement will be made for students to turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full \$400.00 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 Westside Consolidated School District must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$400.00 replacement cost. Unpaid fines and fees of students leaving Westside Consolidated School District may be turned over to a collection agency or small claims court. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

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 Westside Consolidated School District 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.

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.

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. All school issued Chromebooks, (in use in or out of school), will have internet activity filtered and logged. Westside Consolidated School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. 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.

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 pre-approved 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 student assigned to the device.

Users

- Each student will be assigned the same Chromebook each year they attend Westside Consolidated School District. Take good care of it!

Repairing/Replacing Your Chromebook

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.

Laptop Fees:

- Parents/students have the option to purchase a computer insurance policy. This fee is due at the beginning of each school year and is non-refundable. This fee is for insurance coverage that will cover accidental damage, theft, and vandalism. Specific procedures for filing claims must be followed and are included in this handbook. There are some limitations on the insurance coverage. An additional deductible will be required for repair resulting from neglect or abuse. If the insurance coverage is not purchased, the parent will be liable for all costs related to repairs and/or replacement.
- Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. (Please refer to the Fines and/or fees section within this handbook.)

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$400.00
- Screen - \$50.00
- Keyboard/touchpad - \$52.00
- Power cord - \$50.00
- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or their school issued Google account, 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 Student Computer and Internet Use Policies (Appendix A & B) and all of its corresponding administrative procedures at all times.

Email

- Students are provided a filtered/monitored email account by the school.
- When emails are sent, the name and user identification are included in the email message.

- Students are responsible for all email originating from their user account.
- By utilizing an email account, the user authorizes designated system administrators access to the email.
- Emails will be made available to district, local, state, and federal officials in association with any investigation.
- Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

Using Your Chromebook At School

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

Chromebooks Repairs

- Students who need to have their Chromebook repaired or replaced should leave the device with the School Library Media Specialist.
- The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- If available, loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook until restitution is provided.
- 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.
- The building level Principals will treat repeat offenders as Level 1 offenses, which may result in disciplinary action.

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.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a teacher or staff member.
- 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 only their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.
- Sharing login information with other students will result in disciplinary action.

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.
- Westside Consolidated School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare event that the network is down, neither Westside Consolidated School District, nor any of its agents or employees will be responsible for lost or missing data.
- 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 encouraged to use their Chromebooks at home and other locations outside of school. An 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 Westside Consolidated School District Student Computer and Internet Use Policies, 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. If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks will not be

issued to students who forget to bring their Chromebooks to school. Other district computers may be available for student use. Repeat offenders who leave their device at home face a Level I consequence as detailed in the Student Handbook as detailed in Appendix B.

Chromebook Care

Taking Care of Your Chromebook (Tech Support)

- 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 administrator 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 or secured in their home.
- Technical Support is only available during school hours.

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 must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be stored in a vehicle.
- Students may not loan laptops or power cords to others for any reason. You are responsible for any loss or damages incurred.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. 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

- All Chromebooks will be labeled with a school asset tag and a tag stating the name of the student responsible for the device (8th – 12th Grade).
- Asset tags and logos may not be modified or tampered with in any way.
- If a label is intentionally damaged, removed, or tampered with, the damage assessment fee charged is \$5.00

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, and hallways. 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. If a Chromebook is found unattended by any staff or faculty, students will pay a retrieval fee of \$5.00. If a Chromebook AC Adapter is found, it should be returned to the building library, for retrieval by the student. On the 2nd offense, students will pay a \$2 retrieval fee for a Chromebook AC Adapter.

Warranty and Insurance

The School will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student and parent to pay for. A summary of the insurance policy that is covered by the laptop fee is included in this handbook. Claims will be processed through the Westside School District office.

Theft

- Incidents of theft occurring off campus must be reported to the police the day of the theft and copies of the police report must be given to the principal and the school technician the next day that school is in session. Parents/students who fail to do so are responsible for the replacement cost of the laptop. Any theft occurring on school grounds must be immediately reported to an administrator.
- If there is no clear evidence of theft or if the laptop has been lost due to a student's negligence, the parent/student will be responsible for the laptop's replacement cost.
- The district will work with the police department to report all model, asset, and serial numbers of laptops to area law enforcement agencies in the event of loss or theft.

Monitoring and Supervision

- Students should **never** be left unattended while using laptops or other computers.
- The laptops will be subject to routine monitoring by teachers, administrators, and members of the Westside Technology Department.
- Students will provide access to the laptop assigned to them upon request by teachers, administrators, or a member of the Westside Technology Department.

- A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- Laptops should be used at home in locations that can be easily monitored and supervised by a parent.
- Unsupervised use is strongly discouraged; use in a child's bedroom is highly discouraged.

Laptop Inspections

Students may be randomly selected to provide the laptop for inspection.

Laptop Damage Fees

If a laptop is damaged and is not covered under warranty or insurance, the parent/student will be responsible for the cost of repair or replacement of the computer. If there are repeated incidents of damage in a single school year due to negligence, the student may lose his or her computer for a period of time and face disciplinary action.

Damage not covered under warranty repairs include cracked screens, impact/pressure damage, water damage, and damage as a result of negligence.

Negligence is defined as:

- Intentional damage
- Leaving a laptop unattended
- Leaving a laptop unsecured
- Exposing a laptop to unacceptable conditions such as exposure to any liquid or moisture of any kind
- Exposing a laptop to unacceptable conditions such as rain, extreme heat or cold

Fee Schedule: Incident Description Fee

Incident description	Fee
Laptop fee for optional insurance coverage for use during term of loan	\$37
Damage incident not covered under warranty or insurance or due to negligence	Actual cost of repair or replacement cost of the laptop
Intentional damage	Actual cost of repair or replacement cost of the laptop
Laptop left unattended and turned in to school library or school office. A return fee will be charged for each offense.	\$5
Intentional tampering to identifying information labels on the laptop	\$5
Theft or loss of laptop not covered by insurance	Full replacement cost of laptop
Replacement cost of Chromebook AC Adapter	\$50
Fee for chromebook adapter left unattended and turned into library - 2nd offense. (The chromebook issued with the adapter will be collected if the student does not pick up the adapter.)	\$2

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 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.
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 Student Computer and Internet Use Policies (Appendix A & B).

Appendix A – Westside Consolidated School District Student Policies

FOR YOUR INFORMATION – DO NOT RETURN APPENDIX A TO SCHOOL

4.29—COMPUTER USE POLICY

The Westside Consolidated School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that--

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook** and/or computer use agreement.

*The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

** For your student handbook, add progressive discipline – first offense consequence, second offense consequence, etc.

Legal References: 20 USC 6801 et seq. (Children’s Internet Protection Act; PL 106-554)

FCC Final Rules 11-125 August 11,2011

20 USC 6777

47 USC 254(h)

47 CFR 520(c)(4)

A.C.A. § 6-21-107

A.C.A. § 6-21-111

Date Adopted: July 1, 2006

Last Revised: 06/18/2012

Appendix B – Westside Consolidated School District Student Policies

FOR YOUR INFORMATION – DO NOT RETURN APPENDIX B TO SCHOOL

4.29F—STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

The _____ School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a district or student owned technology device:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files; and/or audio and/or video streaming
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission;
 - r. theft or vandalism of data, equipment, or intellectual property;
 - s. attempting to gain access or gaining access to student records, grades, or files;

- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

Consequences for Violations of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of The Internet Privileges*
- Restriction of District-Issued Chromebook Use Privileges**
- Suspension
- Court Referral/Criminal Charges
- Alternative School Placement
- Expulsion

If a violation of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access Internet while at school and under teacher supervision.

**If a student's District-Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision.

General Rules:

If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a day user for a length of time to be determined by the administration.

The following rubric is not meant to be all-encompassing but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

Level I Offenses	Level II Offenses
Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.	Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and

	frequency of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth above.
<p>Examples of Level I Offenses:</p> <ul style="list-style-type: none"> • Sharing passwords • Plagiarism • Bypassing District security controls • Defacing computers (e.g., stickers, marker) • Removing District labels or tags • Repeated failure to charge battery • Clearing web browser history • Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) • Commercial or Political use • Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission • Failure to Follow Teacher Directives • Failure to be Polite and Courteous 	<p>Examples of Level II Offenses:</p> <ul style="list-style-type: none"> ● Downloading, posting, or distributing materials that: <ul style="list-style-type: none"> ● Are harmful or prejudicial to others (e.g., defamatory or libelous) ● Are pornographic, obscene, or sexually explicit, or profane (e.g., music) ● Are Illegal (e.g, copyrighted materials) ● Reference to weapons, alcohol, guns, drugs or gangs ● Constitutes gambling ● Are restricted ● Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames ● Intentionally destroying hardware or software ● Engaging in theft ● Engaging in any illegal activity ● Harming or destroying another user’s data ● Creating or sharing a computer virus ● Disrupting the network or the educational process

EXPECTATIONS:

Parent Expectations

1. Remember that while the school system will provide Internet content filtering, *there is no substitute for parental supervision when using a computer.*
2. Monitor student use of the laptop and Internet at home.
3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the Chromebook Handbook.
4. Sign the agreement.
5. If the device is intentionally damaged, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.

6. Review Westside Consolidated School District's Chromebook Handbook, Computer Use Policy, Internet Use Policy, and Consequences for Violations of the policies with your child.
7. Assist your child who is assigned the laptop with homework and school assignments. The purpose of the Laptop Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the Laptop Initiative.
8. Ensure the return of the laptop and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

Student Expectations

I Promise to...

- . be responsible for my laptop at all times.
- . secure my laptop in a locker when not using my laptop for class.
- . immediately report technical problems with my laptop to the Library Media Specialist.
- . charge my laptop each evening. Bring the laptop to school fully charged. Also have the AC adapter with me for necessary charging throughout the school day.
- . not share my login password with anyone.
- . not loan my laptop or any laptop component to another student for any reason.

INSURANCE INFORMATION

A description of the computer insurance coverage and claims process / forms is attached to this handbook. The \$37 insurance fee is due prior to receiving the computer, or the parent has chosen not to enroll in the insurance policy. See parent / student information form in this handbook.

NOTE: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of the computer. The replacement cost of the computer is \$400. Computers will not be reissued to students until damages and/or losses are paid to the school district.

If a claim is filed, all completed claim forms will be sent to the school district office. Parents and students will not sign any claim form. The school district will endorse each claim form and send the claim forms to the insurance company. The insurance company will make the decision on the claim. The school district does not determine if the damage is covered by the insurance policy.

PLEASE COMPLETE THE FOLLOWING DOCUMENTS AND RETURN TO THE SCHOOL OFFICE IN ORDER TO RECEIVE A COMPUTER:

(Chromebook Agreement and Computer Insurance Form)

Chromebook Agreement

By signing this agreement, the student and parent/guardian agree to follow and accept:

- Student Computer and Internet Use Policies (Appendix A & B)
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- That Westside Consolidated School District owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in Westside Consolidated School District, the student/parents will return the Chromebook in good working order or pay the full \$400.00 replacement cost of the computer. In addition, the student must also return both the Chromebook and AC adapter. Students may be charged for any piece that is not returned.
- In no event shall Westside Consolidated School District be held liable to any claim of damage, negligence, or breach of duty.

Chromebook computers that are not returned prior to student departure for the summer or withdrawal from school will cause the school district to file a criminal complaint with the Craighead County Sheriff's Office.

Part One

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials
	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 birth dates, 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 a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	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. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

Part Two

Student / Parent Information and Signatures (PLEASE PRINT)

Yes, I have received a copy of the Chromebook Handbook. I understand the program conditions and my responsibilities in using the Chromebook computer and AC Adapter.

Student's Full Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent's Name: _____

Parent Signature: _____ Date: _____

Parent Email: _____

Parent's Best Contact Phone Number: _____

COMPUTER INSURANCE FORM

Please return to the school district office.

Parent Name (please print)	
Student Name (please print)	
Parent Phone Number	
Parent Email Address	

Please place your **signature** on the option you choose and attach insurance payment if applicable.

_____ I have enclosed the \$37 payment for insurance coverage. I have received a copy of the insurance policy information.

_____ I choose not to accept insurance coverage. I understand that I am fully liable to pay for ALL damages and/or losses to the Chromebook computer. The computer will be not reissued until all damages and/or losses are paid to the school district.

Date Signed: _____