



Potosi School District 1:1 Chromebook Policy and Agreement 2017-2018

The Potosi School District strongly believes that technology resources are a tremendous source of information that provide countless opportunities for students and staff in the District. Beginning in the fall of 2017 the District will provide all 6-12th grade students with a Chromebook. The 1:1 program provides each student with a device which will enrich and support a collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning. The HS students in grades 9-12 will be issued a device at the beginning of the year and will need to return the device back at the end of the school year. Our MS students (grades 6-8) will check the device out and back in with their teacher daily.

Distribution and Collection of Chromebooks

Each year, the Chromebook agreement form must be submitted as part of the required registration process. A Technology Fee of \$25 will exist and be payable during registration. This fee covers the cost of insurance and maintenance for the device for one year. The charging cord that comes with the device is not covered under the insurance and replacement is the parents/students responsibility. The form must be submitted, and the fee paid, prior to students being issued their Chromebook.

At the conclusion of each school year, HS students must turn in their Chromebooks and power cords for maintenance in the same condition as distributed. If a student withdraws from the District, the student must turn in the Chromebook on the last day of attendance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the District will result in a fee of \$200 to cover the replacement cost of the device. In addition, the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as determined by the District.

Asset Tags

All Chromebooks will be labeled with a District asset tag. Asset tags may not be removed, 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.

Protective Sleeves and Carrying Cases

Students are encouraged to purchase a case for their Chromebook, but it is not required. Protective gear can be found online, in big box stores, or technology related retail. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Logging into a Chromebook

Students will log into their Chromebooks using their school issued Google Apps for Education account. Students should never share account passwords with others, unless requested by an administrator.

Taking Care of Your Chromebook

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Office as soon as possible. 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 unless locked in a secure location.

General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Chromebooks should not have heavy objects placed on them and should never be forced into a storage space.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after making sure there is nothing on the keyboard
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth

Preparation and Use for the School Day

A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Sound must be muted at all times unless permission is obtained from a teacher. Students should have their own personal set of earbuds for sanitary reasons.

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students will still be able to print black and white copies from their Chromebooks; however, students will not be able to print color copies directly from their Chromebooks at school.

Using Your Chromebook Outside of School

HS students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Acceptable Use Policy within the Student/Parent Handbook and all other procedures in this document wherever they use their Chromebooks.

Operating System and Security

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. The Chromebook operating system, Chrome OS, 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 District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, within the School District network, will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. When a student is using the Chromebook out of the school network, the responsibility of internet usage is the responsibility of the student and the parent.

Repairing/Replacing and Handling Theft and Vandalism of Chromebooks

All Chromebooks in need of repair must be brought to the Technology Office as soon as possible. Staff will examine the Chromebook and take the appropriate solution path to get the device repaired.

Repair Costs-PER OCCURANCE (For parents who fail to pay the technology fee)

Payments of repair/replacement costs will be made through the High School office PER OCCURANCE.

The following are costs of Chromebook parts and replacements if your child damages a Chromebook:

Total Replacement - \$200

Screen - \$75

Keyboard/Touchpad - \$65

Power Cord - \$25

Stolen or Vandalized Chromebooks

If a Chromebook is stolen or vandalized during the school day, then students or parents should contact the High School office as soon as possible (608-763-2161). Proper direction and protocol will be handled at that time. If a student’s Chromebook is stolen or vandalized outside of the school day, then students and parents must contact the proper local law enforcement and high school to report a theft.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for 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. A paper/electronic report can be generated to include but not limited to the user log, and record of use. The report generated may be shared with Potosi School District Personnel and/or Law Enforcement.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Acceptable Use Policy signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this Chromebook Procedural Manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school could then be turned off.

Pupil nondiscrimination statement: It is the policy of the Potosi School District that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Potosi School District Chromebook Usage Contract

In order to check out a device, the student and parent/guardian must agree to the following:

1. I understand that I am completely responsible for the device while it is checked out.
2. I understand that I am not permitted to alter the design of the device. (No stickers or markings may be removed or added). **Removal of the serial number sticker from the bottom may result in a voided warranty and you financially responsible for the device see #14 below.
3. I understand that if I notice the serial number label on the bottom wearing off I will bring the device to the technology office for immediate reattachment; this also includes all school district labels.
4. I understand the device should not be placed or stored in extreme temperatures.
5. I understand the device should not be stored in wet or humid areas.
6. I understand that I am not permitted to loan the device to anyone else.
7. I agree to follow the Potosi School District Acceptable Use Policy.
8. I agree to return the device in the same condition in which it was checked out.
9. I have read and understand the Chromebook Policy.
10. I understand that I am responsible for all repairs according to the repair schedule.
11. I understand there is a third party optional insurance policy that may be purchased and the District has made me aware of the vendor.
12. I understand that if I am given a loaner device to use from the Technology Office, I must follow all parts of the contract listed above; including my financial responsibility for the loaner while in my possession. Loaners will be available from the Technology Office based on need and availability; misuse of this privilege by overuse. Loaner devices will not be allowed to be taken home.
13. **I understand I will bring my device to school charged and ready to use each school day.**
14. I understand that I am not permitted to remove the serial number from anywhere on the unit; this will void the warranty. If the serial number is removed while I have the device signed out, I am financially responsible for the unit cost according to the payment schedule.

Repair Costs if refusing to pay the technology fee and/or the serial number is removed:

Total Replacement - \$200

Screen - \$75

Keyboard/Touchpad - \$65

Power Cord - \$25

I have read and understand all terms of the Chromebook Checkout contract.

I have discussed this contract with my child and will support the school in guiding my child in using the device at home as an educational tool.

I understand that I am responsible for monitoring and guiding my child's activity at home.

Student Signature: _____ Date: _____

Signature (Parent): _____ Date: _____

Potosi School District

MS/HS Technology Fee Form

The technology fee of \$25 goes toward the insurance of the Chromebook issued to your child. This insurance covers the maintenance and repair of the device for one year, as well as replacement if the device is lost or stolen. The charging cord is not covered under insurance. At the same time, if anything happens to your child's device, it needs to be reported to the school office as soon as possible so that the issue is documented, reviewed and addressed. Please return this form with your fee to the school office.

Failing to pay the technology fee results in your child borrowing a "loaner device" to use in the classroom. The cost for any damages to the device while my child uses it are as follows:

- Total Replacement = \$200
- Screen = \$75
- Keyboard / Touchpad = \$65
- Power Cord = \$25

By checking this box, I understand the purpose of the technology fee and agree to pay my child's technology fee prior to the issuance of the Chromebook.

Student Name _____ Grade _____

Parent Signature _____ Date _____