Haverford School District
Chrome Device Agreement

2020-2021

GOAL

The goal of the 1-to-1 program in the Haverford School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The District will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

DEVICE PURPOSE

The Haverford School District is supplying students with a Chrome Device. This device is the property of the Haverford School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chrome Device allows student access to PowerSchool, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

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1. **RECEIVING YOUR DISTRICT ISSUED/OWNED Chrome Device**

- Chrome Devices be distributed within the first month after the start of the school year to all Kindergarten through 9th grade students who have paid the $30 tech fee or a family who has reached the $90 maximum fee. Parents/Guardians and students MUST sign and return the Chrome Device Agreement document before the Chrome Device can be issued to their child.
- This Chrome Device Policy outlines the procedures and policies for student use and for students and families to protect the Chrome Device investment for the Haverford School District.

   STUDENT OWNED Chrome Device

- Student owned Chrome Devices will be allowed (outside purchase instead of the district supplied device.)

- The Haverford School District is not responsible for damage, loss, theft or IT issues of student owned Chrome Devices.

- Students who choose to bring their own personal Chrome Device do not rescind the District's right to inspect the Chrome Device at any time while on school district property.

- The Haverford Technology Department will give access to WIFI for student owned Chrome Devices. The access will be over the District's public WIFI that is more restrictive in access than the student WIFI assigned to District owned Chrome Devices. The student is responsible for contacting the IT department to be given this access. Serial numbers and student information will be recorded for monitoring purposes.

- It is important for students and families to write down the serial number of their Chrome Devices and store that information in a safe area. This will be useful in returning a Chrome Device if it is lost or stolen.

2. **RETURNING YOUR Chrome Device:**

All district owned Chrome Devices must be returned following the guidelines.

- Students leaving the District must return district owned Chrome Devices to the technology department

- Any Chrome Device not returned at the end of the year or when the student is no longer enrolled will be considered stolen property.

- Chrome Devices will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear

3. **TAKING CARE OF YOUR Chrome Device:**

Students are responsible for the general care of the Chrome Device they have been issued by the school. Chrome Devices are broken, or fail to work properly, **must be submitted to the Technology Department** as soon as possible so that they can be taken care of properly. Do not take district owned Chrome Devices to an outside computer service for any type of repairs or maintenance.

   3A: GENERAL GUIDELINES

- Chrome Devices must have a Haverford School District identification on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.

- No food or drink is allowed next to your Chrome Device while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the Chrome Device.

- Never transport your Chrome Device with the power cord plugged in. Never store your Chrome Device in your carry case or backpack while plugged in.

- Students should never carry their Chromebook while the screen is open.

- Chrome Devices must remain free of any writing, drawing, or stickers

- Vents CANNOT be covered.

- Chrome Devices should never be left in a car or any unsupervised area.

- Students are responsible to bring their completely charged Chrome Device for use each school day.

   3B: CARRYING CHROME DEVICES

- Transport Chrome Devices with care.

- Chromebook lids should always be closed and tightly secured when moving.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed

3C: SCREEN CARE

Chrome Device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed or the Chrome device at any time.

- Do not store the Chromebook with the screen in the open position.

- Do not place anything near the Chrome Device that could put pressure on the screen.

- Do not place anything in a carrying case or backpack that will press against the cover.

- Do not poke the screen with anything that will mark or scratch the screen surface.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Do not place the device near magnets or anything with high electric current.

- Clean the screen with a soft, dry microfiber cloth or antistatic cloth.

- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. **USING YOUR CHROME DEVICE AT SCHOOL**

- Chrome Devices are intended for use at school each day.

- In addition to teacher expectations for Chrome Device use, school messages, announcements, calendars and schedules may be accessed using the Chrome Device.

- Students must be responsible to bring their Chrome Device to all classes, unless specifically advised not to do so by their class teacher.

4A: CHROME DEVICES LEFT AT HOME

- If students leave their Chrome Device at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or during lunchtime to reduce distractions during the school day.

- If unable to contact parents or guardian to bring the device to school, the student can request a Chrome Device loaner checked out from the school library. There is no guarantee a Chrome Device will be available.

- Repeat violations of this policy could result in disciplinary action.

4B: CHROME DEVICES NEEDING REPAIR

- Chrome Devices needing repair will need to be given to Technology Department staff to have a help desk ticket created. Students can request a status update from Technology Department staff on when they should anticipate their repair to be completed. District IT Staff will handle all repairs.

- Students and families should never attempt to fix a broken Chrome Device nor should they have anyone else attempt to fix their Chrome Device.

- Loaner Chrome Devices may be issued to students when their Chrome Device with the Technology Department for repair.

- Students using loaner Chrome Devices will be responsible for any damages incurred while in their possession. Any fees assessed will not fall under the Chrome Device fee structure.

- Students may be required to reimburse the District if a loaner Chrome Device is lost or stolen.

4C: CHARGING YOUR CHROME DEVICE

- Chrome Devices must be brought to school each day fully charged.

- Students need to charge their Chrome Device each evening.

4D: PASSWORDS AND BACKGROUND IMAGES

- Take care to protect your password. Do not share your password.

- Password resets can be facilitated by Technology Department staff. They will either reset it upon request or submit a ticket to the Help Desk to have it reset.

- Inappropriate media may not be used as a screensaver or background.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by Haverford staff will result in disciplinary actions.

  4E: AUDIO RESTRICTIONS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Headphones may be used at the discretion of the teacher but will not be provided by the Haverford School District.

  4F: PRINTING FROM YOUR CHROME DEVICE

- In an effort to save on printing costs from paper to ink the District is encouraging digital transfer of information by sharing and email information, papers, etc. Students may be given access to print to a District printer as well.

  4G: ACCOUNT ACCESS

- Students will only be able to login using their *@haverfordsd.net email account.

- Account login information can be supplied to a student by the Technology staff. The staff can do this directly or request login information using the Help Desk.

5. **MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROME DEVICE**

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.

- With a wireless Internet connection, you can access your documents and files from any Chrome Device, anywhere, at any time, no matter where you are.

- All items will be stored online in the Google Cloud environment.

- Prior to leaving the district, or graduating, students that want to save any work need to transfer this work to a personal Gmail account. Please follow instructions.

6. OPERATING SYSTEM ON YOUR CHROME DEVICE

- Chrome Devices run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the Internet. It does not run Windows application software or Mac application software.

  6A: UPDATING YOUR CHROME DEVICE

- When a Chrome Device starts up, it updates itself automatically, and so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or reimaging. To receive latest updates, please restart the Chrome Device on a regular basis.

  6B: VIRUS PROTECTIONS & ADDITIONAL SOFTWARE

- The Chrome Device is built with layers of protection against malware and security attacks.

- Files are stored in the cloud, so there's no need to worry about lost homework.

  6C: PROCEDURES FOR RESTORING YOUR CHROME DEVICE

- If your Chrome Device needs technical support for the operating system then it needs to be submitted to the Technology Department.

7. ACCEPTABLE USE GUIDELINES

  7a: GENERAL GUIDELINES

- The District Acceptable Use Policy applies to all student use of Chrome Device

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of the Haverford School District.

- STUDENTS ARE RESPONSIBLE FOR THEIR ETHICAL AND EDUCATIONAL USE OF THE TECHNOLOGY RESOURCES OF THE HAVERFORD SCHOOL DISTRICT.

- Access to the Haverford School District technology resources is a privilege and not a right and can be revoked at any time.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chrome Device viruses.

- Any attempt to alter data, the configuration of a Chrome Device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policy, student handbook and other applicable school policies.

7B: PRIVACY & SAFETY

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.

- Do not open, use, or change files that do not belong to you.

- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

- Do not use your school email for personal email communication.

- Remember that storage is not guaranteed to be private or confidential as all Chrome Device equipment is the property of the Haverford School District.

- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately.

7C: LEGAL PROPERTY

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Pennsylvania

Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the Haverford School District.

7D: GOOGLE ACCOUNT

- Google accounts and access will be given to all students utilizing Chrome Devices. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use.

7E: GOOGLE OPT-OUT

- The Haverford School District wants students to be interested and excited in learning and parents to be involved with their student's education. To discuss how Google Apps for Education will be used at your child's school, please call your school. An administrator from the school will be happy to answer your questions and help you to understand your options.

- If you still feel it would be best for your child not to utilize these tools please request to Opt-Out from your child's school. However, this will preclude your student from using a Chrome Device.

7 F: EMAIL ELECTRONIC COMMUNICATION

Google accounts and access will be given to all students utilizing a Chrome Device. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use. Should a parent or guardian choose that an account should not be created they can request to Opt-Out from your child's school. However, this will preclude your student from using a Chrome Device.

- Always use appropriate and proper language in your communication.

- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.

- Do not send mass e-mails, chain letters or spam.

- E-mail & communications sent / received should be related to educational needs.

- E-mail & communications are subject to inspection by the school at any time.

- Do not use email communication if an Email Communication Opt-Out form has been signed and submitted to the Haverford School District by a parent or guardian.

7G: CONSEQUENCES

- The student, in whose name a system account and/or Chrome Device hardware is issued, will be responsible at all times for its appropriate use.

- Non-compliance with the policies of this document will result in disciplinary action.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

- Contents of email and network communications are governed by the Pennsylvania Open Records Act; proper authorities will be given access to their content.

7H: AT HOME USE

- The use of Chrome Devices at home is encouraged.

- Chrome Device care at home is as important as in school, please refer to the care section.

- Transport your Chrome Device in a case or protected backpack.

- School district supplied filtering is provided for at home to ensure the device is used for educational purposes only.

8. **PROTECTING & STORING YOUR CHROME DEVICE**

8A: CHROME DEVICE IDENTIFICATION

Student Chrome Devices will be labeled in the manner specified by the school. Chrome Devices can be identified in several ways:

- Record of asset tag and serial number

- Individual user account name and password

- MAC address of the Chrome Device

- User tag attached to the Chrome Device

8B: ACCOUNT SECURITY

- Students are required to use their haverfordsd.net domain user ID and password to protect their accounts and are required to keep that password confidential.

8C: STORING YOUR CHROME DEVICE

- When students are in school and are not using their Chrome Device, they should store them in their backpacks or locked locker.

- Nothing should be placed on top of the Chrome Device when stored in the locker.

- Students are encouraged to take their Chrome Device home every day after school, regardless of whether or not they are needed for homework and charging purposes.

- Chrome Devices should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.

8D: CHROME DEVICES LEFT IN UNSUPERVISED AREAS

- Under no circumstances should the Chrome Device be left in an unsupervised area.

- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, fields, locker rooms, unlocked classrooms, rest rooms and hallways.

  - Any Chrome Device left in these areas is in danger of being stolen.
  - If an unsupervised Chrome Device is found, notify a staff member immediately.
  - Unsupervised Chrome Devices will be confiscated by staff and taken to the Technology Department in the building. Disciplinary action may be taken for leaving your Chrome Device in an unsupervised location.

9. **REPAIRING/REPLACING YOUR CHROME DEVICE**

Students should notify the technology department as soon as possible of any damage or malfunction of their Chrome device. The student may be without their device until the repair can be complete or a replacement device formatted for the student. A loaner Chrome device may be available while the device is in service.

9A: VENDOR WARRANTY:

- The equipment vendor has a one-year hardware warranty on the Chrome Device.

- The vendor warrants the Chrome Devices from defects in materials and workmanship.

- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chrome Device or Chrome Device replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chrome Device viruses.

9B: CHROME DEVICE REPAIR COSTS:

The $30 Tech Fee, or $90 per family, covers all Chrome Device repair costs that are incurred by normal wear and tear. If a student has intentionally abused the Chrome Device, the student and student families will be responsible for all damages to their District issued Chrome Device. If a device is lost or stolen the student and student's family may be responsible to replace the Chrome Device. If stolen, a copy of the police report will be required.

COSTS:
Replacing Chromebook $230.00
Replacing Chrome Tablet $250.00
Replacing Power cord $35.00
Other replacement parts   100% of cost to District
All repairs: 100% of cost to District

10. CHROME DEVICE TECHNICAL SUPPORT

If repair is necessary for a Chrome Device then a Technology Staff member will submit a technology request for the repair.

TECHNOLOGY STAFF MEMBERS WILL PROVIDE:

- Hardware maintenance and repairs

- Password resets

- User account support

- Coordination and completion of warranty repairs

TECHNOLOGY STAFF CAN PROVIDE:

- Charging of a Chrome Device if deemed necessary and acceptable

- Loaning of a Chrome Device if one is available

- Submission of repair tickets

Students and Parents/Guardians must Complete the Chrome Book Agreement Form