

Chromebook Handbook

One New Chromebook, and charging cord are being loaned to a student. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains the property of Southern Local Schools and is herewith loaned to the student for educational purposes only for the academic school year.

The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his or her right to use the Chromebook. The equipment will be returned when requested by Southern Local Schools. If the student withdraws from Southern Local Schools prior to the end of the school year the Chromebook and cord must be returned. When school property, equipment is damaged, lost, or taken by a student, a fee will be assessed (see page 8 for replacement cost).

The Chromebook which is district property may be used by the student only for non-commercial purposes, in accordance with District's policies and rules, the District acceptable Use and Internet Safety Policy (Policy 7540.03), as well as the local, state, and federal statutes.

Students may not install or use any software/apps other than software owned and approved by the District and made available to the student in accordance with this receipt and agreement.

One user with specific privileges and capabilities has been set upon the Chromebook for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users' account on any school-owned Chromebook or computer.

The Southern Local Schools network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing, the student should contact the technology department or principal for replacements. Additional stickers, labels, tags or markings of any kind are not to be added to the Chromebook.

A Southern Local Gmail account will be available for each student to use for appropriate, academic communication with other students and staff members only.

The student agrees to use their best efforts to assure that the District property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

The student acknowledges and agrees that his or her use of the Chromebook, which is District property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his or her own responsibility to protect and safeguard the District property and to return the same in good condition upon request by Southern Local Schools.

Parent Responsibilities

Your son or daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer: When using the Chromebook at home, at school, and anywhere else the student may take it, the student will follow the policies of Southern Local Schools, especially the Student Code of Conduct (Policy 5136) and the Acceptable Use and Internet Safety Policy (Policy 7540.03), and abide by all local, state, and federal laws.

- I will supervise my child's use of the Chromebook outside the school environment.
- I understand that it is permissible to connect Chromebooks to offsite Wi-Fi.
- I understand that my child's use of the Chromebook on offsite Wi-Fi is governed by the Southern Local Acceptable Use Policy.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the Chromebook to the school. I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from Southern Local Schools.
- I agree that if my child damages or willfully neglects the Chromebook issued to them by The Southern Local School District, -there will be a cost assessed to the student based on the cost of purchasing a replacement device.
- I understand that there will be an annual fee of \$15 which is due from each student who is issued a Chromebook.
- I understand the Chromebook which is issued to my child, can be purchased by the student upon graduation from The Southern Local School District. The cost will be pro-rated based on the age of the device.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Southern Local Schools, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy (Policy 7540.03), and abide by all local, state, and federal laws,

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my Chromebook in my school-issued case at all times.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will bring the Chromebook to school every day.
- I will not use my Chromebook to access personal email accounts not pertaining to classroom activities.
- I agree that email (or any other computer communications) should be used only for appropriate, legitimate, and responsible communication for educational purposes.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook when requested and upon my withdrawal from Southern Local Schools.
- I will report any issues associated with my Chromebook (damage, lost, etc.) IMMEDIATELY to my teacher.

Chromebook Care

Cleaning

- Use only a clean, soft cloth to clean the screen, no cleansers of any type—no window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive material.

Daily Use

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for keeping their Chromebook battery charged for school each day.
- The Chromebook screen can be damaged if subjected to rough treatment.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook screen and keyboard that could damage the screen.
- Avoid using any sharp object(s) on the Chromebook.
- Do not place anything in the backpack that will press against the cover.
- Do not “bump” the Chromebook against lockers, walls, car doors, or floors.
- Careful placement in your backpack is important.
- Never throw a book bag that contains a Chromebook.
- Never place a Chromebook near food, liquids, heavy, or sharp objects.

Appearance

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the school.
- Each Chromebook is identifiable. Do not remove any school ID tags or labels.

Safe Keeping

- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- When not in your personal possession, the Chromebook should be in a secure, locked environment.
- Unattended Chromebooks will be collected and stored in the school’s office.
- Each Chromebook has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
- Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
- Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
- Never expose a Chromebook to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a Chromebook.
- The Chromebook is an electronic device and care must be exercised when handling the Chromebook.
- Do not attempt to gain access to the internal electronics or repair your Chromebook.
- If your Chromebook fails to work or is damaged, report the problem to the Technology Department as soon as possible.
- Never give personally identifiable information to anyone online.

Southern Local Schools Bylaws & Policies

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Staff may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is

appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally- identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Staff as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

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Parents/Guardians

Please check each that applies:

_____ I give permission for my child to use and access the Internet at school and for the Board of Education to issue an Internet/ email account to my child.

_____ •I understand that there will be an annual fee of \$15 which is due from each student who is issued a Chromebook.

_____ I understand that replacement cost for a Chromebook is \$120, a cord is \$22, and the case is \$8

_____ I authorize and license the Board to post my child’s class work on the Internet without infringing upon any copyright my child may have with respect to such class work. I have read and understand the responsibilities of my child’s use of the school-owned equipment outlined in the Southern Local Chromebook Handbook/Acceptable Use Policy.

Parent/Guardian’s Name(s) (PRINT CLEARLY)

Parent/Guardian’s Signature(s) Date

Parent/Guardian’s Email Address: _____

Students

User place an "X" in the correct blank:

_____ I am 18 or older

_____ I am under 18

If I am signing this agreement when I am under 18, I understand that when I turn 18 this agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use and Internet Safety Policy (Policy 7540.03). I have read and understand the responsibilities of my use of the school-owned equipment outlined in the Southern Local Chromebook Handbook/Acceptable Use Policy.

Student Name (PRINT CLEARLY)

Student Signature Date

The Director of Technology, Teachers and building principals are responsible for determining what constitutes unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Acceptable Use and Internet Safety Policy (Policy 7540.03) and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Laptop Take Home Agreement

(To be filled out and submitted at Chromebook pickup)

Name of Student: _____

Grade: _____

Laptop Brand: _____

Laptop Model: _____

Serial Number: _____

Inventory Tag: _____

I certify that my child has received the above laptop and it is in good condition.

Parent: _____

Building Admin: _____

Technology Coordinator: _____