



# **Chromebook Handbook for K-12 Parents & Students**

**PROCEDURES, RESPONSIBILITIES, & EXPECTATIONS**

# About the JCSS Chromebooks for Students Initiative

## OVERVIEW

A part of our focus on creating remarkable experiences within a personalized learning environment, the Chromebook Program at Jackson County Schools aims to provide each student with a highly effective mobile computing device for instructional/educational use throughout the day.

## INSRUCTIONAL PURPOSE

Chromebooks provide access to digital tools and instructional resources that are key to empowering our 21<sup>st</sup> Century Learners. These devices amplify the depth and breadth of the learning experiences for each individual student by creating numerous opportunities for authentic learning and alternative demonstration of mastery.

This learning environment also serves the purpose of preparing our students for the globally-connected and digitally-enhanced workplace. For students entering the university system, an educationally-driven device prepares them for a modern collegiate experience by embedding their learning safely into a digital space through an instructional lens. The benefit of utilizing a school-owned device for student instead of Bring-Your-Own-Device initiative includes bridging the equity gap so every student, regardless of socioeconomic status, has access to a reliable device and giving students access to the world of learning in a secure network and filtered environment.

This handbook outlines the procedures and policies for families to protect our school system's Chromebook investment and to maximize the learning opportunities of our students.

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# 1. Receiving Chromebooks

## 1.1 Chromebook Distribution / Pick Up

Chromebooks will be distributed for all regularly enrolled students after all appropriate paper work is turned in.

## 1.2 Required Forms and Fees

Parents/Guardians and students MUST read this handbook and sign the agreement at the end of this document. Parents/Guardians must choose to accept the potential charges listed in section [Section 6.2](#) or purchase the [Jackson County School District Device Insurance](#). **DEADLINE TO ENROLL IS SEPTEMBER 9, 2022.**

## 1.3 Device Registration Process

Upon submission of the required forms, students will receive a Chromebook. The Chromebook will be officially registered to the student. The device will be assigned to them using JCSS Technology Inventory System.

### 1.3.1 Chromebook Identification Tags

All Chromebooks in Jackson County Schools are tagged with a barcode and inventoried district-wide. Any attempt to remove, hide, and/or modify any JCSS and school-specific identification tags will be subject to disciplinary action.

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# 2. Returning Chromebooks

## 2.1 During the School Year

All individually assigned student Chromebooks may be recalled for specific time periods during the school year to support state and district-wide mandated assessment.

## 2.2 Summer Collection of Devices

All school Chromebooks and accessories (power cables, cases, etc.) will be housed at the school for inventory, updates, and repairs as needed.

## 2.3 Early Withdrawal / Transfer

All students who leave the school system during the school year, including school system transfer, registration withdrawal, and early graduation MUST return his or her individually assigned Chromebook and charger to the school's computer technician by the day of the

termination of enrollment at Jackson County Schools. Failure to return the device may result in placing a hold on student records until the device is returned.

## 2.4 Failure to Return Chromebook

In the event that a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, the following will take place:

- The student's assigned Chromebook will be marked as stolen and appropriate action will be taken.
- The student and his or her parents/guardians may be billed for the full replacement cost of the Chromebook.

## 2.5 Returning Damaged Chromebooks

Students are responsible for any damage to their individually assigned Chromebook and must return his or her device and accessories in satisfactory condition.

In the event of a Chromebook being turned in damaged, students will be charged the corresponding fee listed in Option 2 of [Section 6.2](#), or a ticket MUST be submitted to log the issue. The school's computer technician will contact the student to bring in the device as soon as possible so the problem can be evaluated. If the computer technician is unable to repair the device, the student will be charged the corresponding fee listed in Option 2 of [Section 6.2](#). If the [Jackson County School District Device Insurance](#) was purchased prior to the Chromebook being damaged, a claim will be submitted by the school's computer technician.

# 3. Caring for Chromebooks

## 3.1 General Precautions

Each student is responsible for the general care of his or her school issued Chromebook.

### 3.1.1 External / Environmental Issues

As a general rule to prevent liquid damage, no food or drink is allowed next to your Chromebook while it is in use. To prevent damage due to extreme heat or cold, students should not cover any vents on the device or leave their Chromebooks in a car or in a place exposed to extreme temperatures for long periods of time.

### 3.1.2 Personalizing / Altering the Chromebook Shell

Please do not add writing, drawing, or stickers to the actual device shell (the "shell" is the official term for the cover/container holding the hard drive, keyboard, and screen).

The only tag or sticker all student Chromebooks must have is the Jackson County School System identification label and barcode. This label must never be removed or altered in

any way. If your label is missing, please contact your school computer technician immediately.

## 3.2 Reporting Breakage / Functionality Issues

If your Chromebook is broken or is not working properly in any way, a ticket MUST be submitted to log the issue. The school's computer technician will contact the student to bring in the device as soon as possible so the problem can be evaluated. If the computer technician is unable to repair the device, the student will be charged the corresponding fee listed in Option 2 of [Section 6.2](#). If the [Jackson County School District Device Insurance](#) was purchased, a claim will be submitted by the school's computer technician.

Do not take a school or district owned Chromebook to an outside computer service for any type of repairs or maintenance. Doing so may result in permanently disabling the device and the student may be subject to payment and penalties detailed in [Section 2.5](#) in this handbook.

## 3.3 Using and Carrying Chromebooks

### 3.3.1 Screen Care

The Chromebook screen, like any laptop screen, can be damaged if subjected to rough treatment. In particular, care must be taken to avoid placing pressure and/or weight on the Chromebook screen. Only approved laptop or computer screen cleaning solution should be used.

Nothing should be placed on top of the Chromebook as this may result in a broken screen. When Chromebooks are closed and placed on a flat surface, do not stack books or textbooks on top of the Chromebook. Do not place book bags or satchels on top of the Chromebook.

Nothing should be used to write on the screen. The chemicals in the markers will cause damage over time and other items used will cause scratches on the screen.

### 3.3.2 Using / Carrying Chromebooks During Class

While the Chromebook is being used during class, no objects should be placed on the keyboard. Whenever the Chromebook is moving, the device should be closed. While the Chromebook is being used during class, students should not pick up and transport the Chromebook with the screen open. Doing so increases the risk of dropping the Chromebook or incurring other accidental damage.

Closing the Chromebook screen while in use will not delete a student's work and will not completely shut down the computer. The Chromebook will go into a "sleep" mode. Once the screen is open again, students will be prompted to enter their Google for Education account password and students will have uninterrupted access to their work again.

When the device is not in use, the Chromebook should be stored in the designated area per teachers instruction, inside a student's own backpack/bookbag or tote/bag and not on top of the desk or table.

### 3.3.3 Carrying / Transporting Chromebooks Between Class

Similar to [Section 3.3.2](#), whenever the Chromebook is moving, the device should be closed as this prevents drops and damage. Do not "bump" or "drop" the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen. As a general rule, to best prevent this type of damage, **DO NOT WALK WITH YOUR CHROMEBOOK OPEN, ESPECIALLY IN HALLWAYS AND COMMON AREAS.**

## 3.4 Hardware and External Devices

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Students should never transport their Chromebooks with any external device plugged into the power or USB/HDMI ports, as this may damage the port.

# 4. Protecting and Storing Chromebooks

## 4.1 Account Security

All Chromebooks in the Jackson County School System are set up so that only a JCSS Google account [also known as a Gmail address] can log into the Chromebooks. External accounts will not be able to log into the Chromebook and the district will not issue additional accounts for parents, guardians, or other persons in the student's family and/or household.

**Students should never share their login credentials, especially their password.**

## 4.2 Sharing Chromebooks

As the Jackson County School System is providing every individual student with a Chromebook, students should never share their devices. Be aware that you are liable for ALL damages that are incurred on your student assigned device.

## 4.3 Storing Chromebooks

The student is responsible for bringing his or her Chromebook to all classes, unless specifically advised not to do so by their teacher. (SEE [Section 5.2](#) of this handbook for more information)

When a student is not using his or her Chromebook during or between classes, the Chromebook's screen should be fully closed and the device should be secured and stored



in a manner that would minimize the risk of dropping, bumping, or damaging the device (SEE [Section 3.3.3](#) of this handbook for more information)

## 4.4 Chromebooks Outside the Classroom

The student is responsible for keeping up with his or her own Chromebook.

Under no circumstances should Chromebooks be left or stored in unsupervised school areas, such as the school grounds, the media center, the cafeteria, locker rooms, empty classrooms, common areas, and hallways. A Chromebook left in any of these areas or similar spaces is in danger of being stolen.

If you find a Chromebook with no evident owner around, please turn in that Chromebook immediately to a member of the school faculty and staff.

# 5. Expectations for School Chromebook Usage

## 5.1 Charging Your Chromebook

Elementary School Students are responsible for returning their Chromebook to the designated charging area of the classroom at the end of each day.

Middle and High School Students are responsible for bringing a fully charged Chromebook to school each day for class use. Our school buildings are not equipped with enough outlets per classroom to allow large groups of students to charge their Chromebook. We encourage students to leave their chargers at home to prevent loss or theft of those items as JCSS will not replace lost or stolen chargers.

When fully charged, the Chromebooks issued by Jackson County Schools have a battery life of 7 hours to 8 hours of continual use.

## 5.2 Chromebooks Left at Home

Elementary School Student Chromebooks will be left in the classroom at the end of each day.

Middle and High School Students are responsible for bringing their district issued Chromebook to school each day.

## 5.3 Chromebooks Under Repair

When a Chromebook is damaged and submitted for repair, students will be given a temporary Chromebook so learning and instruction are not interrupted.

Per [Section 6.4](#) in this handbook, students who repeatedly damage their Chromebooks will be penalized and eventually will lose the privilege of being issued a JCSS device. This applies whether the Chromebook in a student's possession at the time is his or her originally issued Chromebook or his or her temporarily issued Chromebook.

## 5.4 Student Personal Chromebooks/Other Devices

There will be no support provided for student-owned devices.

Similarly, students may not substitute their own device from home. The district-provided Chromebook includes a domain management license with specialized parameters and technical specs that optimize the device to be used instructionally and within the JCSS network.

# 6. Damaged, Lost, and Stolen Chromebooks

## 6.1 Reporting Damage

If your Chromebook is broken or is not working properly in any way, a ticket **MUST** be submitted to log the issue. The school's computer technician will contact the student to bring in the device as soon as possible so the problem can be evaluated. If the computer technician is unable to repair the device, the student will be charged the corresponding fee listed in Option 2 of [Section 6.2](#). If the [Jackson County School District Device Insurance](#) was purchased, a claim will be submitted by the school's computer technician.

Failure to report damage in a timely manner not only negatively impacts instruction and learning, but also may result in disciplinary action and additional incurred damage fees.

## 6.2 Technology Charges

The Jackson County School System is no longer charging an annual technology fee. There are two options from which parents can choose.

**Option 1:** purchase the [Jackson County School District Device Insurance](#) from Worth Ave. Group for the 2022-2023 school year at a cost of \$28.00. **DEADLINE TO ENROLL IS SEPTEMBER 9, 2022.**

**Option 2: opt out of the insurance purchase and pay for replacement parts as needed.**

- Keyboard \$50
- Screen \$50
- Battery \$50
- Camera/Mic \$15
- Charger \$25
- Full Replacement \$300

**ALL replacement parts MUST be approved by the Technology Director and purchased through the Jackson County Technology Department.**

### **6.3 Lost and Stolen Chromebooks**

All district-issued devices are the property of the Jackson County Schools System. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for filing a claim under their purchased device insurance policy. If the parent/guardian opted out of purchasing the insurance the student's assigned Chromebook will be marked as stolen and appropriate action will be taken. The student and his or her parents/guardians may be billed for the full replacement cost of the Chromebook.

### **6.4 Consequences for Multiple Damages to Chromebook(s)**

Students are expected to treat their Chromebooks with the utmost care. While the system understands that accidents happen, it is not sustainable for them to continually be repeated. When followed, the guidance in this handbook should help prevent device damage.

Students who have damaged Chromebooks three (3) or more times may be subject to disciplinary action within their school and will eventually lose the privilege of being issued a JCSS device.

Incidents of damage are cumulative regardless of the device currently being used by a student, whether it is his or her originally issued Chromebook or his or her temporarily issued Chromebook while the original Chromebook is being repaired (SEE [Section 5.3](#)).

## JCSS STUDENT/PARENT CHROMEBOOK RESPONSIBLE USE POLICY

All students are issued a device for their educational use. We believe that if reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student and parent is asked to read this form carefully.

### 7.1 PROPER CARE AND PRECAUTIONS

1. I/We understand that the device is the property of the Jackson County School System.
2. I/We understand that the student is responsible for the care of the device they are assigned.
3. I/We understand and agree to abide by the rules and regulations of the JCSS Acceptable Technology Use Policy. Failure to abide by this policy will result in disciplinary action.
4. I/We understand that devices will be returned at the end of the school year or upon transfer or withdrawal from Jackson County School System. In the event that a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, the student's assigned Chromebook will be marked as stolen and appropriate action will be taken. The student and his or her parents/guardians may be billed for the full replacement cost of the Chromebook.
5. I/We understand that I/we must report all device damages or the theft/loss of the device to the building designee within one school day.
6. I/We understand that the device must be in a backpack when being transported as a reasonable precaution against damage, theft, or loss. Devices should not be carried by hand between classes.
7. I/We understand that devices must remain free of any writing, drawing, stickers, or labels that are not the property of the district. Only labels or stickers approved by the school system may be applied.
8. I/We understand that I/we choose to opt out of purchasing the annual [Jackson County School District Device Insurance](#) from Worth Ave. Group. I/we will be responsible for all repair/replacement charges associated with device damages caused intentionally, through a lack of reasonable precautions (negligence), or loss/theft. Cost will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer.
9. I/We understand that, unless instructed otherwise by a teacher, all students must have their fully charged device with them each day for every class.

### 7.2 WARRANTY INSURANCE AND TECHNOLOGY CHARGES

The Jackson County School System is no longer charging an annual technology fee. There are two options from which parents can choose.

**Option 1:** purchase the [Jackson County School District Device Insurance](#) from Worth Ave. Group for the 2022-2023 school year at a cost of \$28.00.

**Option 2:** opt out of the insurance purchase and pay for replacement parts as needed.

- Keyboard \$50
- Screen \$50
- Battery \$50
- Camera/Mic \$15
- Charger \$25
- Full Replacement of Lost/Stolen/Damaged \$300

**ALL replacement parts MUST be approved by the Technology Director and purchased through the Jackson County Technology Department.**

## JCSS ACCEPTABLE TECHNOLOGY USE POLICY

The Jackson County School System's (JCSS) Acceptable Technology Use Policy (ATUP) is to prevent unauthorized access and other unlawful activities, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). As used in this policy, technology includes the physical devices and structures as well as the software and processes that provide for electronic display, creation, removal, and transportation of data, visual, voice, and video content.

The JCSS has a responsibility to utilize protection measures to block or filter, to the extent practicable, access of visual depictions or content which are obscene, pornographic, and/or harmful to minors.

The JCSS reserves the right to monitor activity in its technology environment and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. **Users should have no expectation of privacy regarding their use of JCSS technology!**

It is the responsibility of all employees and consumers of the JCSS to ensure technology is used in a responsible, efficient, ethical, and legal manner and that said activities are conducted in a manner that supports the JCSS's educational and business objectives. These measures are in place to provide for a safe and secure electronic environment.

### 8.1 ACCEPTABLE USES

- Technology use will be limited to the educational objectives established by teachers
- Appropriate behavior as defined by good "digital citizenship"
- Personal information is kept secure by not divulging it over the Internet or with other student users. This includes but is not limited to home address, phone number, user ID, and passwords.
- Social Networking sites are to be utilized for educational purposes only

### 8.2 UNACCEPTABLE USES

- Physical damage, vandalism, or alteration of technology equipment or resources
- Plagiarism in any form
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others (cyberbullying)
- Accessing, transmitting, or downloading offensive, harassing, or disparaging content
- Deleting, copying, modifying, or forging other users' names, emails, files, or data
- Disguising one's identity, impersonating other users or sending anonymous email
- Using another person's account and/or password, interfering with another user's ability to access their account(s), or disclosing your own or other's password/account information
- Using the technology for commercial purposes; to include but not limited to personal financial gain, advertising, or promoting personal business interests
- Soliciting for religious purposes or lobbying for personal political purposes
- Violating copyright law
- Bypassing or attempting to bypass security systems, internal or external to JCSS, such as using false information, other user logins, administration ID's or attempting to gain such information.
- Bypassing or attempting to bypass Internet content restrictions. This includes but is not limited to anonymizers, proxies, peer to peer networks or other means that allows one to view blocked content or hide their Internet activity.

- Illegal purposes
- Altering the configuration of any technology
- Use teacher or administrator assigned technology
- Installing or attempting to install any software
- Attempting or installing malicious software or devices into/against any technology platform. This includes but is not limited to viruses, worms, trojan horses, frequency jammers, and personal wireless networks.

### **8.3 PENALTIES FOR UNACCEPTABLE USE**

Parent(s) and/or guardian(s) shall be responsible for damages, losses, or costs incurred by the school system relating to or arising from any violation of the rules by your child. Physical damage/loss will be calculated using replacement cost. Damages/losses requiring service personnel will be based on the servicing entities costs to the school district.

The use of JCSS technology is a privilege, not a right, and misuse will result in the restriction or cancellation of said privileges within the JCSS and other applicable Code of Conduct discipline measures.

If applicable, appropriate law enforcement authorities will be notified immediately of illegal activity and/or computer fraud.

# JCSS STUDENT/PARENT CHROMEBOOK USE AGREEMENT

## STUDENT AGREEMENT

**Every student, regardless of age, grade, or class schedule, must read and sign below:**

I have read, understand, and agree to abide by the terms of the JCSS (Jackson County School System) Acceptable Use Policy and the JCSS Student/Parent Chromebook Responsible Use Agreement. Should I commit any violation or in any way misuse my access to the district's computer network and the Internet, or misuse/damage the device purposefully, I understand and agree that my access privileges may be revoked, and school disciplinary action may be taken against me.

Student Name:	Graduation Year:
Student Signature:	Date:
Student JCSS Email Address/Google Account:	

## PARENT/GUARDIAN AGREEMENT

**To be read and signed by parent or guardian of JCSS students:**

As the parent or guardian of this student I have read, understand, and agree that my child or ward shall comply with the terms of the school district's acceptable use policy and the JCSS Student/Parent Chromebook Responsible Use Agreement for the student's access to the school district's Chromebook devices, computer network, and the Internet. I understand that access is being provided to the students for educational purposes only. I understand that my student and I will be responsible for the cost of parts and repairs whether Option 1 or Option 2 is selected (SEE [Section 6.2](#) of this handbook for more information)

Parent/Guardian Name:	
Parent/Guardian Signature:	Date:
Parent/Guardian Phone Number:	

# JCSS ANNUAL INSURANCE FEE CONFIRMATION

I have or plan to enroll in the [Jackson County School District Device Insurance Plan](#) for the 2022-2023 school year. **DEADLINE TO ENROLL IS SEPTEMBER 9, 2022.**

*I understand that Technology insurance does not cover lost or stolen chargers.*



I choose to opt out of the insurance purchase and pay for replacement parts.

- Keyboard \$50
- Screen \$50
- Battery \$50
- Camera/Mic \$15
- Charger \$25
- Full Replacement of Lost/Stolen/Damaged \$300

**ALL replacement parts MUST be approved by the Technology Director and purchased through the Jackson County Technology Department.**

Student Name:	Homeroom:
Parent/Guardian Signature:	Date: