

Primary School
601 Marcks Lane
Luxemburg, WI 54217

STUDENT REGISTRATION FORM

Luxemburg-Casco School District

Middle School
512 Center Drive
Luxemburg, WI 54217

Intermediate School
318 N. Main Street
Luxemburg, WI 54217

District Office
318 N. Main Street
Luxemburg, WI 54217

High School
512 Center Drive
Luxemburg, WI 54217

STUDENT INFORMATION

School Start Date _____

Last Name: _____ First Name: _____ MI: _____

Grade Entering: _____ Gender: Male Female Nonbinary Date of Birth: _____

Address: _____ City: _____ Zip Code: _____

Place of Birth: City: _____ County: _____ State: _____

Ethnicity

Is this student Hispanic or Latino (Choose only one)

No, not Hispanic or Latino

Yes, Hispanic or Latino

Is this student (choose one or more. You must select at least one)

American Indian or Alaska Native

Asian

Native Hawaiian or other Pacific Islander

White

Black or African American

LEGAL PARENT/LEGAL GUARDIAN INFORMATION

Legal Parent/Legal Guardian 1:

Last Name: _____

First Name: _____

Relationship to Student: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email Address: _____

Address: _____

City: _____ Zip: _____

Employer: _____

Marital Status: Single Married Divorced

Separated Remarried

Does this child live with you: Yes No

If Yes, Sole Custody Shared Custody

Legal Parent/Legal Guardian 2:

Last Name: _____

First Name: _____

Relationship to Student: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email Address: _____

Address: _____

City: _____ Zip: _____

Employer: _____

Marital Status: Single Married Divorced

Separated Remarried

Does this child live with you: Yes No

If Yes, Sole Custody Shared Custody

Please list siblings in the L-C School District & any younger non-school aged siblings

Sibling Name	Gender (M/F)	Age	Grade

Please list previous school of attendance if other than L-C: _____
Address: _____ City: _____
State: _____ Zip: _____ Phone #: _____

Does your child have vision difficulties? Yes No

Does your child have speech difficulties? Yes No

Does your child have hearing difficulties? Yes No

Is this child taking medication that will need to be dispensed at school? Yes No

EMERGENCY INFORMATION

Please list any medical conditions we should be aware of:

Medical Alert 1: _____ Medical Alert 2: _____

Does your child have allergies? Yes No If Yes, what are the nature of the allergies? _____

Does your child require an EpiPen? Yes No

EMERGENCY CONTACTS

Please list contacts **other than parent/guardian**

1st Contact

Last Name: _____

First Name: _____

Work #: _____

Home #: _____

Cell #: _____

Relationship to student: _____

2nd Contact

Last Name: _____

First Name: _____

Work #: _____

Home #: _____

Cell #: _____

Relationship to student: _____

The following information helps identify students who may require help developing English Language skills necessary for success in school. Testing may be necessary to determine if language supports are needed for your child. Answers **will not** be used for determining legal status or for immigration purposes. If you child is identified as eligible for English Language services, you may decline some or all of the services offered to your child. **PLEASE ANSWER THE QUESTIONS BELOW.**

Was the first language used by this child English Yes No

When at home, does this student hear or speak a language **other than English** more than half of the time? Yes No

If **Yes**, what language? _____

Parent/Guardian preference for languages used for school communication (may be multiple):

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Orally spoken Language: _____

Orally spoken Language: _____

Written Language: _____

Written Language: _____

IMPORTANT Please fill out all information below

Special Education

Did this student receive Special Education services at their previous school? Yes No

Does this child have an active IEP Yes No

For Primary School Students (Grades EC – 2)

Did this student receive Title 1 reading services at their previous school? Yes No

Did this student participate in an Early Childhood Program at their previous school? Yes No

If **Yes**, name and location: _____

For High School Students (Grades 9 – 12)

Did this student participate in any WIAA sports at their previous school? Yes No

MILITARY INFORMATION

Is either parent/guardian on active duty? Yes No

Is either parent/guardian a traditional member of the Guard or Reserve? Yes No

Is either parent/guardian a member of the Active Guard/Reserve (AGR)? Yes No

Is either parent/guardian under Title 10 or full time National Guard under Title 32? Yes No

Parent Signature: _____ Date: _____

FOR STAFF USE ONLY

Birth Certificate Verification Yes No

Proof of Guardianship Yes No

Proof of Residency Obtained Yes No

Notes: _____

FORMULARIO DE INSCRIPCION DE ESTUDIANTES

Distrito Escolar Luxemburg-Casco

Escuela Primaria
601 Marcks Lane
Luxemburg, WI 54217

Escuela Secundaria
512 Center Drive
Luxemburg, WI 54217

Escuela Intermedia
318 N. Main Street
Luxemburg, WI 54217

Oficina del Distrito
318 N. Main Street
Luxemburg, WI 54217

Escuela Preparatoria
512 Center Drive
Luxemburg, WI 54217

INFORMACION DEL ESTUDIANTE

Fecha de comienzo: _____

Apellido: _____ Nombre: _____ SN: _____

Grado entrante: _____ Genero: Masculino Femenino No binario Fecha de nacimiento: _____

Dirección: _____ Ciudad: _____ Código postal: _____

Lugar de nacimiento: Ciudad: _____ Condado: _____ Estado: _____

Etnicidad

¿Este estudiante es Hispano o Latino? (Elija solo una)

No, no es Hispano o Latino

Si, Hispano o Latino

¿Es este estudiante? (Elija uno o más. Debe seleccionar al menos uno)

Indio Americano o Nativo de Alaska

Asiático

Nativo de Hawai u otra isla del Pacífico

Blanco

Negro o Afroamericano

INFORMACIÓN LEGAL DEL PADRE/TUTOR LEGAL

Padre legal/tutor legal 1:

Apellido: _____

Nombre: _____

Relación con el estudiante: _____

de casa: _____

de celular: _____

de trabajo: _____

Correo electrónico: _____

Dirección: _____

Ciudad: _____ Código postal: _____

Empleador: _____

Estado civil: Soltero Casado Divorciado

Separado Volvió a casar

¿Vive este niño contigo?: Si No

Si es así, Custodia completa Comparte custodia

Padre legal/tutor legal 2:

Apellido: _____

Nombre: _____

Relación con el estudiante: _____

de casa: _____

de celular: _____

de trabajo: _____

Correo electrónico: _____

Dirección: _____

Ciudad: _____ Código postal: _____

Empleador: _____

Estado civil: Soltero Casado Divorciado

Separado Volvió a casar

¿Vive este niño contigo?: Si No

Si es así, Custodia completa Comparte custodia

Por favor, indique los hermanos en el Distrito Escolar de LC y cualquier hermano menor que no esté en edad escolar.

Nombre del hermano	Genero (M/F)	Edad	Grado

Por favor indique la escuela a la que asistió anteriormente si no es L-C: _____
Dirección: _____ Ciudad: _____
Estado: _____ Código Postal: _____ # de teléfono: _____

¿Su hijo tiene dificultades de visión? Si No

¿Su hijo tiene dificultades para hablar? Si No

¿Su hijo tiene dificultades auditivas? Si No

¿Este niño está tomando medicamentos que deberán ser dispensados en la escuela? Si No

INFORMACION DE EMERGENCIA

Enumere cualquier condición médica que debamos tener en cuenta:

Alerta Medica 1: _____ Alerta Medica 2: _____

¿Su hijo tiene alergias? Si No

Si es así, ¿Cuál es la naturaleza de las alergias?

¿Su hijo requiere un Epi-pen? Si No

CONTACTOS DE EMERGENCIA

Por favor indique los contactos que no sean los padres/tutores

1^{er} Contacto

Apellido: _____

Nombre: _____

del trabajo: _____

de casa: _____

de celular: _____

Relación con el estudiante: _____

2^{do} Contacto

Apellido: _____

Nombre: _____

del trabajo: _____

de casa: _____

de celular: _____

Relación con el estudiante: _____

La siguiente información ayuda a identificar a los estudiantes que pueden necesitar ayuda para desarrollar las habilidades del idioma inglés necesarias para tener éxito en la escuela. Es posible que se necesiten pruebas para determinar si su hijo necesita apoyos lingüísticos. Las respuestas no se utilizarán para determinar el estatus legal ni para fines de inmigración. Si su hijo es identificado como elegible para los servicios de idioma inglés, puede rechazar algunos o todos los servicios ofrecidos a su hijo. **POR FAVOR RESPONDA LAS PREGUNTAS A CONTINUACIÓN.**

¿Fue el primer idioma utilizado por este niño inglés? Si No

Cuando está en casa, ¿este estudiante escucha o habla un idioma que **no sea inglés** más de la mitad del tiempo? Si No

Si es así, ¿qué idioma? _____

Preferencia de los padres/tutores por los idiomas utilizados para la comunicación escolar (pueden ser múltiples):

Nombre del padre/tutor: _____

Nombre del padre/tutor: _____

Idioma oral: _____

Idioma oral: _____

Idioma escrito: _____

Idioma escrito: _____

IMPORTANTE: Por favor complete toda la información a continuación

Educación Especial

¿Recibió este estudiante servicios de Educación Especial en su escuela anterior? Si No

¿Esta niña tiene un IEP activo? Si No

Para estudiantes de la escuela primaria (Grados EC – 2)

¿Recibió este estudiante servicios de lectura de Título 1 en su escuela anterior? Si No

¿Este estudiante participó en un Programa de Primera Infancia en su escuela anterior? Si No

Si es así, nombre y localización: _____

Para estudiantes de la escuela preparatoria (Grados 9 – 12)

¿Este estudiante participó en algún deporte WIAA en su escuela anterior? Si No

INFORMACION MILITAR

¿Alguno de los padres/tutor está en servicio activo?

Si No

¿Alguno de los padres/tutor es un miembro tradicional de la Guardia o de la Reserva? Si No

¿Alguno de los padres/tutor es miembro de la Guardia Activa/Reserva (AGR)? Si No

¿Está alguno de los padres/tutores bajo el Título 10 o la Guardia Nacional de tiempo completo bajo el Título 32?

Si No

Firma del padre: _____ Fecha: _____

SOLO PARA USO DEL PERSONAL

Birth Certificate Verification Yes No

Proof of Guardianship Yes No

Proof of Residency Obtained Yes No

Notes: _____

2023-2024 SCHOOL FEES

Acct. I	\$15.00
Art - (One time yearly fee)	\$15.00
Athletic Participation Fee	\$20.00
Foods (Culinary) - (One time yearly fee)	\$15.00
Graduation Fee - (Seniors only) (\$10 Tassel only, \$25 Cap & Tassel)	\$50.00
Locker Cleaning Fee - (Only charged if previous year was left dirty)	\$10.00
Lunch - (Per student meal) (\$14.50 per 5 day week)	\$ 2.90
Parking Permit - (Per year)	\$30.00
Registration Fee - (Fee of \$35 plus \$25 for Tech 1 to 1 Insurance)	\$60.00
Sports Lock - (Only needed if in sports)	\$ 7.00
Woods, Metals, Welding, Fab Lab Machining, Outdoor Power, Spartan Automotive - (One time yearly fee)	\$15.00

NON-PRESCRIPTION MEDICATION CONSENT FORM
Luxemburg-Casco School District
_____ - _____ school year

It is our goal at Luxemburg-Casco Schools to have all medication locked and protected from student misuse. While we discourage the use of medication at school, we understand minor discomforts may occur while your child is in attendance. We have a limited supply of the following over the counter medications your child may need during school hours: Acetaminophen, Ibuprofen, cough drops, antacid tablets (Tums), Benadryl tablets and cream. If your child takes any of these medications frequently, we request that you bring a bottle from home to keep at school in the nurse's office.

I authorize trained Luxemburg-Casco school personnel to administer medication for my child. I agree to hold the School District and its employees acting within the scope of their duties harmless in any and all claims arising from the administration of medication at school. In lieu of an emergency in which I can not be reached, I give my authorization to contact our physician directly.

Name of student: _____ Grade: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Phone: Home _____ Cell _____ Work _____

Physician Name: _____

Clinic Name: _____ Clinic Phone: _____

This form must be completed and returned to enable your child to receive non-prescription medications supplied by the district for the school year.

For any questions regarding medication or health concerns, please contact your child's school nurse or certified medical assistant.

Primary School:	Jennifer Hetrick CMA (920)845-2315 x208	jhetrick@luxcasco.k12.wi.us
Intermediate School:	Jennifer Hetrick CMA (920)845-2371 x113	jhetrick@luxcasco.k12.wi.us
Middle School:	Gina Enderby RN (920)845-9525 x306	genderby@luxcasco.k12.wi.us
High School:	Gina Enderby RN (920)845-2336 x483	genderby@luxcasco.k12.wi.us

Luxemburg-Casco School District
Student Usage Release Form
363.2-Exhibit/Rule

Parent/Guardian:

The Internet is a global network that provides people with access to a wide range of information from various places throughout the world. Each computer connected allows people to share messages, pictures, and data in ways never before possible. We believe that Internet access in the Luxemburg-Casco School District offers a constructive setting for all of our students to learn productive uses for this vast, diverse resource. Use of the Internet for educational projects will assist in preparing your child for success in the 21st Century.

Unfortunately, it is possible that your child may find material on the Internet that you would consider objectionable. The Luxemburg-Casco Internet Safety and Acceptable Use Policy (363.2) restricts access to material that is inappropriate in the school environment and we have installed filtering software to limit access to inappropriate material. However, no software is entirely effective in blocking access; therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with the values of the Luxemburg-Casco School District or your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purposes needed and your child's age. The instructional practices and techniques used in the classroom are constantly changing to meet the demands and challenges of an ever changing global world. Therefore, administration and the system administrator reserve the right to terminate network/Internet privileges at any time for any reason.

As the parent/guardian of this student, I have read the Luxemburg-Casco Internet Safety and Acceptable Use Policy (363.2), the Acceptable Use Agreement for Mobile Devices and related guidelines located on our website <http://www.luxcasco.k12.wi.us> on the Documents/Forms page which can be accessed on the left hand side of the District and school building home pages. I agree to assign the following rights to the Luxemburg-Casco School District. If no writing is submitted to the contrary, your signature agrees to the following:

- The Luxemburg-Casco School District may provide my child with Internet access and my child may use and access the Internet and related sites including classroom social media / social networking tools at school.
- I give the Luxemburg-Casco School District permission to use my child's image (photograph) with accompanying name for publications including online (e.g. District / School web site, award recognition, newsletters, etc.); however, the district will not use the student's image for any monetary gain.
- The Luxemburg-Casco School District may transmit "live or pre-recorded" media (e.g. voice, video, images, etc.) of my child over the Internet. (e.g. performances, class projects, etc.).
- The Luxemburg-Casco School District may post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work.
- The Luxemburg-Casco School District will be providing my student with a Google account.

Student Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ **Date:** _____

ONE TO WORLD

LUXEMBURG-CASCO SCHOOL DISTRICT



One to World

The Luxemburg-Casco One to World program fulfills the district's goal of providing each and every Spartan with equal access to modern resources that will be necessary to maximize learning. But One to World also allows our educators to reach students, and our students to reach the world, in ways that weren't possible before the rise of technology.

What does this mean for our High School students? Each High School student will receive their own Chromebook from the District. Students will use their Chromebook in class during the day, and they will be free to take it home each night to complete schoolwork. Students will be responsible for arriving to class with their Chromebook prepared for use each day based on their teachers' lesson plans. Use of the Chromebooks in class will be at the sole discretion of the teacher.

Receiving Your Chromebook

Students will not be given their Chromebook until the following requirements have been met:

- Fees are paid (see information in packet)
- Handbook Agreement below is signed

The One to World handbooks can be found on the District website. Read through the handbook at then sign below.

I have read and agree to care for my Chromebook as outlined in the One to World Student Handbook.

Student Name (print): _____

Student Signature: _____

Parent Signature: _____

Date: _____

ONE TO WORLD

HANDBOOK

HIGH & MIDDLE SCHOOL PARENTS





LUXEMBURG-CASCO HIGH & MIDDLE SCHOOL

PARENT HANDBOOK

CHROMEBOOK EXPECTATIONS & GUIDELINES

Please read over the following information before agreeing to the expectations and responsibilities of the district-issued Chromebook.

Instructional Use
High School Principal - Troy Haws - thaws@luxcasco.k12.wi.us, ext. 401
Middle School Principal - Todd Chandler - tchandler@luxcasco.k1.wi.us, ext. 301

Technical Services
Director of Operational Technology - Scott Waldow - swaldow@luxcasco.k12.wi.us, ext. 129
Director of Instructional Technology - Scott Oftedahl - softedahl@luxcasco.k12.wi.us, ext. 205

Acceptable Use/Discipline
Dean of Students - Jenny Bandow - jbandow@luxcasco.k12.wi.us, ext. 419

One to World Website sites.google.com/a/luxcasco.k12.wi.us/one-to-world

RECEIVING & RETURNING THE CHROMEBOOK

Incoming 7th graders and sophomores will receive a new Chromebook before the start of the upcoming school year.

Incoming 8th graders, freshmen, juniors and seniors will be allowed to keep their Chromebook over the summer. Outgoing seniors will be required to turn in their Chromebook to the LMC prior to graduation.

Any student who transfers out of Luxemburg-Casco School District will be required to return their Chromebook and accessories to the LMC by their last day of enrollment. If a Chromebook and its accessories are not returned, the parent or guardian will be held responsible for the full price of the Chromebook. If payment is not received, a process similar to collecting outstanding school fees will be followed.

CHROMEBOOK USE & CARE

Students are responsible for their ethical and educational use of the technology resources of Luxemburg-Casco School District. [All district policies and handbook expectations apply to the use of Chromebooks](#). Consequences for inappropriate use are outlined in the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy. Students are responsible for bringing a fully-charged Chromebook to school each day for all classes unless advised not to do so by their teacher. Students will use their Google account login to access the Internet on the Chromebook. Students' Google Apps for Education suite of tools will be used for work production and saving online work. Chromebooks are the property of Luxemburg-Casco School District. Students should handle their device with care. The [L-C High & Middle School Student Chromebook Handbook](#) and the [One to World website](#) outline the general care of the Chromebook (carry in closed position, do not eat/drink near Chromebook, do not leave Chromebook unsupervised, etc.).

INTERNET SAFETY & ACCEPTABLE USE BOARD POLICY

[7540.03 - Student Education Technology Acceptable Use and Safety](#) policy applies to the Chromebook and its use.

PERSONAL CHROMEBOOKS

Personal Chromebooks are not allowed to be used unless specifically approved.

INTERNET SAFETY & NETWORK FILTERING

Students are encouraged to use the Chromebook at school and at home. Luxemburg-Casco School District uses a network filtering system as one means of protection for our students. A comprehensive approach including protection measures, monitoring and instruction is utilized in our school district. The district-issued student Chromebooks will have Internet filtering at school and at home to the extent it is possible with the tools in place within the school district & Google Apps for Education Administration. There may be times when the filtering tools may not work, may fail, or changes beyond the District's control may occur causing web filtering to not occur on the district-issued devices when they are not within the District. Parents and students are encouraged to report to their site administrator any complaints or concerns regarding student access or exposure to any content, activities, or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable. **It is recommended that a student's use of the Internet be monitored.**

PROBATIONARY STUDENT PRIVILEGES

Luxemburg-Casco School District has an obligation to protect its assets. Probationary Status and/or other disciplinary action may be assigned to a student by building administration. Based on the criteria below and at the discretion of the building administration, some students may be required to turn in their Chromebooks to the LMC at the end of each day unless otherwise specified. A formal check-in and check-out process will take place to protect the equipment and

document the process. Any student can be placed on probationary status, regardless of insurance, for multiple instances of damage to a Chromebook.

- Students who have violated the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy during the current or previous semester.
- Students who have had multiple instances of accidental damage, intentional damage to a device, or unpaid repair/replacement fees.

DIGITAL CITIZENSHIP & CHROMEBOOK CARE / USE LESSONS

Lessons will be presented during Resource period the first week of school to establish and model expectations for educational use of Chromebooks. Proper care of Chromebooks to help minimize accidental damage will also be modeled for students. These lessons will be posted to the One to World website as well.

DEVICE WARRANTY INFORMATION

All Chromebooks are covered by the [manufacturer's warranty](#) for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage that is determined (by the District) to be accidental, intentional, or the result of negligent use or treatment; nor does it cover outright loss or destruction of the Chromebook, power cord, battery, or protective case.

INSURANCE

Each student will pay an insurance fee as part of the Luxemburg-Casco School District registration process. This plan will cover the cost of the FIRST occurrence of accidental damage (as determined by the District) to a student's Chromebook for that school year. This insurance will cover to have the Chromebook repaired/replaced at no additional cost should accidental damage occur during the student's use.

Accidental drop/damage insurance includes the following benefits:

- Wide scope of accident protection
- Simplified replacement of your damaged system
- Peace of mind

Examples of unintentional damages covered by insurance may include, but are not limited to, the following:

- Drops, falls, and other collisions
- Electrical surge
- Damage or broken LCD due to drop/fall
- Accidental breakage (multiple pieces)

Damage caused by intentional acts (as determined by the District), fire, theft, or loss are not covered by this insurance. The power cord and protective cover are not covered by insurance. This insurance also does not include the cost of replacing a device that is not returned upon leaving the school.

The cost of insurance is \$25 for one academic year.

REPAIR PROCESS & REPAIR COSTS

All repairs are processed through Luxemburg-Casco School District. Students will bring their devices in need of repair to the L-C High School help desk located next to the main office. A loaner Chromebook may be provided as needed. A student needs to care for the loaner as he/she would for the device originally issued to him/her.

All costs not covered by the insurance policy will be assessed to the student and **must be paid in full prior to the student taking possession of the repaired device**. Unpaid balances will be handled in accordance with the District’s fee collection procedures.

Schedule of Repair Costs for 2023-24:

Description	Cost
Protective Cover	\$10.00
Power Cord	\$23.00
Keyboard	\$19.00
Screen	\$26.00
Device	\$286.00

LOST / STOLEN DEVICES

Students and parents/guardians are responsible for the cost of replacing lost or stolen Chromebooks. The cost of replacing a lost/stolen device for the 2023-2024 school year is \$286.00.

ONE TO WORLD

HANDBOOK

HIGH & MIDDLE SCHOOL STUDENTS





LUXEMBURG-CASCO HIGH & MIDDLE SCHOOL

STUDENT HANDBOOK

CHROMEBOOK EXPECTATIONS & GUIDELINES

The Luxemburg-Casco High School will supply all of its students with a Chromebook. This device is the property of Luxemburg-Casco School District. This device will provide students access to Schoology, Google Apps for Education, educational web-based tools as well as many other useful resources. The Chromebook is an educational tool that is not intended for gaming, social networking or high-end computing. Luxemburg-Casco High School plans to utilize the One to World program as a way to create an engaging, collaborative and modern learning environment for all students.

RECEIVING YOUR CHROMEBOOK

Incoming 7th graders and sophomores will receive a new Chromebook before the start of the upcoming school year.

Incoming 8th graders, freshmen, juniors and seniors will be allowed to keep their Chromebook over the summer. Outgoing seniors will be required to turn in their Chromebook to the LMC prior to graduation.

RETURNING YOUR CHROMEBOOK

8-12 grade students will be allowed to keep their Chromebook over the summer.

Any student who transfers out of Luxemburg-Casco School District will be required to return their Chromebook and accessories to an adult in the LCHS library/Chromebook Depot by their last day of enrollment. If a Chromebook and its accessories are not returned, the parent /guardian will be held responsible for the full price of the Chromebook. If payment is not received a process similar to collecting outstanding school fees will be followed.

TAKING CARE OF YOUR CHROMEBOOK

The Chromebook is the property of Luxemburg-Casco School District and students are responsible for the general care of it. Chromebooks that are broken or fail to work properly must be taken to the L-C High School help desk located next to the main office as soon as the student notices an issue so it can be taken care of properly. ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance. Repairs or maintenance are handled by the L-C High School help desk.***

GENERAL CARE GUIDELINES

Chromebooks must have a Luxemburg-Casco School District asset tag on them at all times and this tag must not be removed or altered in any way.

General Care

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open. Transport the Chromebook in the closed position at all times.***
- Vents should not be covered.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
 - If accidentally left in a car in cold temperatures, please allow the Chromebook to warm up for a minimum of 30 minutes before powering on.
- Chromebooks should never be left unattended in any unsupervised area. Any Chromebook left in an unsupervised area is in danger of being lost or stolen. The student and parents/guardians are responsible for the cost of replacing a lost or stolen Chromebook.
- If an unsupervised Chromebook is found, return it to the LCHS help desk if possible or to a staff member.
- Do not lean or put pressure on a Chromebook and/or its screen or store it with items placed on top of it.
- Clean the screen, keyboard, or outer surface with a soft, dry microfiber cloth or anti-static cloth. Never spray any liquid directly on the Chromebook.

Repairs, Lost/Stolen Devices

- If your device needs repair or technical support, please take it to the help desk located next to the main office.
- If a device is lost or stolen, the student needs to report it to the L-C High School help desk staff immediately.

- Students are responsible for the Chromebook they are issued. Any lost or stolen devices will be required to be replaced by the family.
- Students using loaner Chromebooks may be responsible for any damages incurred while in possession of the student or if it's lost or stolen.

RESPONSIBLE USE

Students will adhere to all of the information for acceptable use as described in Luxemburg-Casco School District's Board Policy [7540.03 - Student Education Technology Acceptable Use and Safety](#).

- Students are responsible for their ethical and educational use of the technology resources of Luxemburg-Casco School District.
- Students are responsible for bringing a fully-charged Chromebook to school each day for all classes unless advised not to do so by their teacher.
- Students will only login to the Chromebook using the Luxemburg-Casco District provided Google Apps for Education account.
- Students should protect their password and not share it with others.
- Students are encouraged to take their Chromebooks home for educational purposes and to transport Chromebooks with care.
- 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 malware.
- Users of District 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 application and are given no guarantees that data will be retained or destroyed.
- Any attempt to alter data, the configuration of a Chromebook, 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 student handbook and other applicable school policies.

WHO CAN USE THE CHROMEBOOK

Only the student the Chromebook has been issued to is allowed to use the device. Unauthorized use by anyone other than the issuant will void the District insurance and could result in probationary status.

PERSONAL CHROMEBOOKS

Personal Chromebooks are not allowed to be used unless specifically approved.

PROBATIONARY STUDENT PRIVILEGES

Luxemburg-Casco School District has the obligation to protect the assets of the district. Probationary Status and/or other disciplinary action may be assigned to a student by building administration. Based on the criteria below, some students may be required to turn in their Chromebooks to the school library at the end of each day unless otherwise specified. A formal check-in and check-out process will take place to protect the equipment and document the process.

- Students who have violated the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy during the current or previous semester.
- Students who have had multiple instances of accidental damage, intentional damage to a device, or unpaid repair/replacement fees.

DIGITAL CITIZENSHIP

Students must follow the conditions of being a good digital citizen:

I will...

Stay safe.

- I know that there are scams online that I can avoid. Therefore, unless I am filling out a trusted form with my family or teacher's permission, I will not give out my private or financial information.
- I will read the privacy policies of any social network sites or apps that I want to use, and I will pay attention to the types of information these companies can collect about me.
- I know that I have a choice in the kinds of relationships I have online. I will stop talking to anyone who makes me feel pressured or uncomfortable, or acts inappropriately toward me.

Think first.

- I will model kind behavior online. I will not bully, humiliate, or upset anyone online or with my phone – whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles – and I will stand up to those who do.
- I know that the photos and videos I post, and everything that I write about myself and others online, can be saved and shared without my knowing. Therefore, I will not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see.
- When I use, reference, or share someone else's creative work online, I will give proper credit to the author or artist. I also know that I have a right to receive credit for any original work that I share online.

Stay Balanced.

- I know that not everything I read, hear, or see online is true. I will consider whether a source is credible. As an author, I will also contribute information thoughtfully and honestly.
- I will be open with my family and teacher about how I spend my time with media and show them that I use it responsibly.
- I will be mindful of how much time I spend in front of screens, and I will continue to enjoy the other activities – and people – in my life.

INSURANCE & DAMAGE CHARGES

Each student will pay an insurance fee as part of the Luxemburg-Casco School District registration process. This insurance fee covers the cost of the **FIRST** occurrence of accidental damage to a student's Chromebook for that school year. *The determination of damage being caused by an accident or intentional actions is at the discretion of Luxemburg-Casco School District.* This insurance policy **does not cover the cost of a lost/stolen device or power cord or repair due to intentional damage.** It also **does not include the cost of replacing a device that is not returned upon leaving the school.**

Students and parents/guardians are responsible for the cost of replacing lost or stolen Chromebooks.

REPAIR PROCESS & REPAIR COSTS

All repairs are processed through Luxemburg-Casco School District. Students will bring their devices in need of repair to the High School help desk located next to the main office. A loaner Chromebook may be provided as needed. A student needs to care for the loaner as he/she would for the device originally issued to him/her. If a loaner is provided while the student's Chromebook is being repaired, the loaner unit must be returned before the student receives his/her repaired Chromebook.

All costs not covered by the insurance policy will be assessed to the student and must be **paid in full** prior to the student taking possession of the repaired device. Unpaid balances will be handled in accordance with the District's fee collection procedures.

Schedule of Repair Costs for 2023-24:

Description	Cost
Protective Cover	\$10.00
Power Cord	\$23.00
Keyboard	\$19.00
Screen	\$26.00
Device	\$286.00

CHROMEBOOK LOAN PROCESS

In the event that a student requires a loaner Chromebook, the student must make the request at the High School help desk located next to the main office. A student ID is required to receive a loaner.