

Overview

Edgefield County School District (ECSD) recognizes that access to technology provides students with opportunities to learn, engage, and develop the necessary skills to be career and college-ready in the 21st century. The digital mission of our District is to enrich the curriculum with technology opportunities that build and sustain an engaged and collaborative learning environment for all students. A structured digital environment that is safe, yet demanding will enable and support students and teachers as they explore transformative uses of technology.



Use of Technology

The following handouts provide students and their parents/guardians with information about the general use of technology, “ownership”, rights and responsibilities for possession of the Chromebook, and care of the Chromebook. All students and their respective parents/guardians must agree to all policies listed in order to receive and utilize a Chromebook, school network, and all other district owned technology-related items. With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. Edgefield County School District will ensure that all students use the Chromebook and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, ECSD will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

Edgefield County School District retains sole right of possession and ownership of the Chromebook and grants permission to the student to use the device according to the rules and guidelines set forth in this document. ECSD lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to ECSD technology, as well as any other disciplinary action deemed appropriate by ECSD policy. ECSD reserves the right to monitor and log users’ (students’) use of the district’s technology and network and to examine user (student) files and materials as necessary. Moreover, ECSD administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using ECSD computers, networks, or technology.

Chromebook Damage

If the Chromebook or the accessories are deemed to be intentionally or negligently damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. The district will assess damage to the device and accessories at the time of turn in for excessive wear, cosmetic damage, unreported or intentional damages. See below for anticipated repairs or replacements costs:

Chromebook Screen Replacement - \$50

Bezel around Screen - \$25

Chromebook Keyboard Replacement - \$60

Chromebook Keyboard Maintenance - \$10

Trackpad Replacement - \$30

Charger Replacement - \$25

Chromebook Replacement - \$250 to \$380 depending on model

Questions about cost should be directed to the Technology Department.

(Costs are estimates and subject to change. Age of Chromebook will also be considered.)

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for...

1. Carrying Chromebooks in a Safe and Secure Manner

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen. Lift only by the base of the Chromebook.

2. Chromebook Security

- Under no circumstances should Chromebooks or accessories be taken and left in unsupervised areas. Unsupervised areas include the bathrooms, buses, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, or any other area deemed insecure. Any Chromebook left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

3. General Care

- Never leave the Chromebook unattended.
- **Do not lift, touch, or apply pressure to the screen with fingers or hands.**
- Never loan the Chromebook or its accessories to another student.
- Never set books or stacking heavy objects on top of the Chromebook.
- Never set food or drink next to the Chromebook.

- Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Always carefully insert cords, cables, and removable storage devices into the Chromebook.
- Never deface the Chromebook and its accessories through use of writing, drawing, stickers, labels, or by any other means.

4. *Screen Care*

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never put pressure on the top of a Chromebook when it is closed.
- Never store a Chromebook with the screen open.
- Always make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

5. *Asset Tag*

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All Chromebooks will be labeled with an inventory and asset tag. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

6. *Appropriate Classroom and Library Media Center Routines*

The student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes at school. Using the Chromebook for recreational use during class time, or while in the Library is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

1. Logging into a Chromebook

- The student will log into his/her Chromebooks using their issued Google Apps for Education account.
- The student will never share account passwords with other students.

2. Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The student may elect to store a small number of files on the Chromebook's hard drive or a self-purchased USB/flash drive.
- USB/flash drives used on the device can only be used to store approved, school-related information.
- The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.

- The school will not be responsible for the loss of any student work.
 - The district strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
3. Chromebook Cameras
- The cameras are to be used for educational purposes only, as determined under the direction of a teacher.
 - The Family Educational and Privacy Act (FERPA) is a federal law that affords parents certain rights with respect to privacy and educational records. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.
4. Backgrounds and Themes
- Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary actions.
5. Chrome Web Apps and Extensions
- Students are responsible for the web apps and extensions they install on their Chromebooks. The downloading of inappropriate material will result in disciplinary action.
 - Some web apps will be available to use when the Chromebook is not connected to the Internet.
6. Content Filter
- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action and/or repossession of the Chromebook and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

Students that have damaged a Chromebook will be given a loaner that must stay at school until payment has been collected. If the loaner or second Chromebook is damaged then the student will not receive another device.

Student and Parent/Guardian Technology & Chromebook Agreement



Student Agreement:

In order to receive and utilize a network account and a Chromebook and its accessories on the district network, the student must agree to the following:

- I will not use the issued Chromebook for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours.
- I will NOT loan out the Chromebook or any of its accessories to other individuals.
- I will transport the Chromebook properly. I will not place books and supplies on top of the Chromebook, since undo pressure on the Chromebook may cause damage.
- I will keep the issued Chromebook off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of my issued Chromebook or attempt any repairs.
- I will not deface the issued Chromebook or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Chromebook.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook. As such, the student is subject to all discipline measures for violation of same.

Parent/Guardian Agreement:

In order for the student to receive and utilize a Chromebook and its accessories on the district network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss, theft or damage of the Chromebook if damage or loss is negligent or deliberate.
- I acknowledge that my student and I are to follow the expectations in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.

Technology & Chromebook Agreement-Signature Sheet School Year 2023-2024



By signing the Student and Parent Technology & Chromebook Agreement, the student and parent agrees to the conditions outlined in the *Student/Parent Technology Handbook* and the *Student Authorization for Electronic Network Access and Acceptable Use Policy* for Edgefield County Schools.

School Name: _____

Student Name (print): _____ Grade Level: _____

Student Signature: _____ Date: ____/____/____

Parent/Guardian Name (print): _____

Parent/Guardian Name Signature: _____ Date: ____/____/____