

No. 143-AR

CHELTENHAM SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

143. DISTRICT ISSUED CHROMEBOOKS

The attachments to this Administrative Regulation are an integral part of this Administrative Regulation and the rules and restrictions set forth in the attachments are considered part of this Administrative Regulation.

Attachment A - Agreement for Chromebook Use

An **Agreement for Chromebook Use** must be signed by the student and student's parent or guardian and returned to the District prior to the student being issued a Chromebook for the first time. Completion of this **Agreement for Chromebook Use** obviates the need for a separate Acceptable Use Consent Forms to be issued.

Attachment B - Best Practice Guidelines for Use of Student Chromebooks

Attachment B constitutes **Best Practices Guidelines for Use of Student Chromebooks** and provides information to students and parents/guardians to encourage and facilitate responsible use of District-issued Chromebooks. This document shall be posted on the District's website.

Annual Written Notification to Parents/Guardians

The District shall provide annual written notification to parents and guardians whose child is eligible to be issued a Chromebook before the beginning of the school year which contains information relating to the One-to-One Chromebook Initiative and how it works. This document will be prepared annually by the Building Principals for approval by the Superintendent.

Cost Sharing Fee

Families of students participating in the One to One Chromebook Initiative will be asked to pay an annual cost-sharing fee of \$30 per student, with a maximum annual family fee of \$60____. A \$10 fee will be charged to families of students who qualify for free or reduced lunch. This fee will cover the manufacturer's extended warranty and Accidental Damage Protection, as well as a case and set-up/maintenance of the device. Parents/guardians who would like their child to participate in the One to One Chromebook Initiative but who cannot afford the cost-sharing fee shall contact their child's guidance counselor or building principal to discuss available solutions.

Accidental Damage Protection and Other Repairs

The annual cost-sharing fee paid by the families of students participating in the One to One

Chromebook Initiative shall include a manufacturer's extended warranty for the life of the Chromebook in the District to cover hardware repairs due to defective parts. Additionally, the cost-sharing fee includes Accidental Damage Protection, which covers Chromebook repairs or replacement due to damage that occurs during normal use of the Chromebook. There is no deductible for the first Accidental Damage Protection claim during a particular school year. Deductibles to be paid by families for subsequent claims in the same school year will have the following deductibles:

- Incident #2 within the same school year: \$100, or the repair cost, whichever is less.
- Incident #3 within the same school year: \$125, or the repair cost, whichever is less.
- Incident #4 within the same school year: \$150, or the repair cost, whichever is less.

Accidental Damage Protection excludes theft, loss, and damage due to fire, flood, or other acts of nature. Accidental Damage Protection also excludes damage or loss due to negligence or intentional damage (vandalism).

If the damage is not covered by Accidental Damage Protection, the student and parent/guardian will be responsible for the full cost of the repair, or replacement if the damage cannot be repaired.

Notwithstanding the above provisions, students or their parent/guardian are responsible for the cost of the Chromebook and/or power cord/charger if they are lost, stolen, or not returned at the end of the school year for any reason.

As of the date of this Administrative Regulation, the replacement cost of the Chromebook is approximately \$280

Procedure for Reporting Chromebooks Missing or Stolen

Students issued Chromebooks are required to immediately report missing, stolen, or suspected stolen Chromebooks to their building Principal. To report a Chromebook missing or stolen on school property during the school day, the student must contact the Principal by phone, electronic mail, or by visiting his/her office. To report a Chromebook missing or stolen after school hours, the student or parent must email 1to1@cheltenham.org.

In the event of theft or loss, the District may do any or all of the following, as deemed appropriate under the circumstances: (1) lock the device; (2) activate IP tracking or other location-based loss-prevention application; (3) delete all data stored on the device; or (4) notify the police (in the event of suspected theft).

Notice Regarding Filtering

Although students are primarily responsible for the use of the Chromebook and other District provided technology resources, the District has installed blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet

through the Chromebook. An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose. The District's current content filter meets the guidelines contained in the Children's Internet Protection Act.

Parents and guardians of students who take Chromebooks off campus are advised to monitor web usage when the Chromebook is used off campus. The **Best Practice Guidelines for Student Use of Chromebooks (Attachment B)** is a good reference to guide such monitoring efforts.

Parents/Guardians and Students Choosing to Opt Out of the One-to-One Chromebook Initiative

The One-to-One Chromebook initiative is designed to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources. The District seeks to create a learning environment that fosters deeper cognitive development through inquiry, real and relevant project-based learning, and differentiated instruction – all supported by continuous access to digital technologies. The One-to-One Chromebook initiative provides students with the ability to work on projects and research both at school and at home by providing 24/7 access to the software that they use in school. The District believes that the Chromebook is an essential tool to assist students in thinking critically, analyzing data, solving real world problems and publishing their work.

In the event that a parent/guardian, or a student, if the student is over 18, declines to participate in the One-to-One Chromebook Initiative by refusing to sign an Agreement for Chromebook Use, the building principal shall be responsible for making necessary accommodations for the student to ensure the student's education is not adversely affected. Such accommodations may include access to printed resources, access to building based computers in areas such as libraries and help centers, or other accommodations recommended by the building principal.

All accommodations will be made on an individualized basis. The District does not guarantee that all accommodations will be provided to all students who do not participate in the One-to-One Chromebook Initiative.

ATTACHMENT A - AGREEMENT FOR USE OF CHROMEBOOK

_____ (hereinafter “STUDENT”) and
_____ (hereinafter “PARENT/GUARDIAN”), in
exchange for the Cheltenham School District (“District”) allowing STUDENT to use and possess
the Chromebook, Serial No. _____, or any
loaner or replacement Chromebook provided at the discretion of the District (“Chromebook”),
hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge receipt of Board Policy No. 816A *Acceptable Use Policy: Student Use of Technology* and Board Policy and Administrative Regulation No. _____ *District-Issued Chromebooks: Student Use, Rights and Responsibilities* and that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement.
2. PARENT/GUARDIAN and STUDENT acknowledge and understand the provisions of Administrative Regulation No. _____ with respect to warranty and repair services included with the cost sharing fee paid to the District, as well as those provisions detailing financial responsibility on the part of the PARENT/GUARDIAN and STUDENT in the event of Chromebook maintenance, repair, and/or replacement for such services not included, in whole or in part, with the cost sharing fee, or as a result of the Chromebook being lost, stolen or otherwise not returned to the District at the end of the school year.
3. STUDENT acknowledges that Chromebooks may only be used in class when permitted by the classroom teacher. When used in class, Chromebooks must be used in accordance with any restrictions imposed by the classroom teacher. Chromebooks are not to be used in areas where individuals have a heightened expectation of privacy, such as bathrooms and locker rooms. Chromebooks may not be used to photograph, audio record, or video record another individual without that individual’s consent.
4. In order for the STUDENT to use and access the Chromebook, the District provisioned a Google Apps for Education account for the STUDENT. The STUDENT and PARENT/GUARDIAN acknowledge that they have received and reviewed the Google Apps for Education Terms of Service and agree to those terms.
5. When on school property, STUDENT is prohibited from connecting a Chromebook to the Internet via means other than District-provided WIFI connection through the District network.
6. Chromebooks are frequently automatically updated by Google when connected to the Internet. The District does not typically actively participate in the updating process. Such updates may involve the correction of altered code or programming and in some cases may remove files from the Chromebook. STUDENT understands and acknowledges that files are not to be stored on the Chromebook and that files should be stored in the cloud-based storage provisioned to the STUDENT by the District or on a removable storage device. STUDENT acknowledges that the STUDENT is responsible for backing up the STUDENT’s files.

7. STUDENT will not permit individuals, other than School District administrators or teachers to access the Chromebook. STUDENT shall not use or allow the Chromebook to be used:
 - a. For the posting or distribution of information that:
 - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the laws of the Commonwealth of Pennsylvania or the United States;
 - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among students so as to interfere with the learning environment of the school district;
 - iii. threatens immediate harm to the welfare of the school community or any individual;
 - iv. discriminates against any segment of the student body or interferes with another's individual rights;
 - v. encourages and/or abets unlawful activity; or
 - vi. violates the separation of church and state.
 - b. for illegal activity, including the violation of copyright laws;
 - c. to create, distribute, access or obtain pornographic materials;
 - d. to intentionally cause damage to hardware, software or data;
 - e. to gain or attempt to gain access to restricted material or systems;
 - f. for gambling;
 - g. for non-school-related purposes on more than an incidental basis; and/or
 - h. to otherwise violate school rules.
8. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Chromebook is at all times the property of the District; and (b) STUDENT has no right to disable or modify any hardware or software installed on the Chromebook or to install new or additional software or programs or uninstall existing software or programs on the Chromebook.
9. STUDENT and PARENT/GUARDIAN understand and agree that if the Chromebook is lost, damaged or stolen, then they will immediately advise the Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures below constitute consent for the District to utilize Internet Protocol tracking until the Chromebook is actually located by the District or until PARENT/GUARDIANS or STUDENT provide written notification that the Chromebook is no longer missing.
10. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Chromebook and that damaged Chromebooks must be returned to the District for repair/service.
11. STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review files stored on the Chromebook, in the STUDENT'S G-Mail account, or in the District-provided cloud-based storage under the following circumstances:
 - a. After the Chromebook has been returned by the STUDENT to the District:
 - i. At the end of a school year; or

- ii. Any other time the STUDENT is required to permanently return the Chromebook and has prior notice and adequate opportunity to remove the STUDENT’S files from the Chromebook.
 - b. If the District has a reasonable suspicion that the STUDENT is violating District rules or policies, authorized District administrators may take custody of the Chromebook and review STUDENT files. “Reasonable suspicion” means reasonable grounds exists that the search will uncover evidence that the STUDENT violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will a District employee access a Chromebook remotely for the purpose of this subsection b.
 - c. With the express consent of a STUDENT for a specific and identified purpose.
 - d. Teachers and other school personnel may provide assistance to a STUDENT in locating that STUDENT’S files in the presence of and at the request of the requesting STUDENT.
12. STUDENT acknowledges that he/she has no reasonable expectation of privacy in data stored in or transmitted by or through the Network Resources provided by the District, including but not limited to, emails sent to and from District-provisioned email accounts, emails sent through and websites accessed through the District network, and data stored in cloud-based storage provisioned by the District. The District may access such data to the extent necessary to ensure security of Networked Resources, ensure compliance with applicable law, or conduct searches where there is reasonable suspicion to believe that a law, Board policy or school rule has been violated and that evidence of the violation is present in the resource to be searched. Access may be obtained through STUDENT permission or through the District administratively resetting the STUDENT’S password.
13. STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s Chromebook or violates District rules or policies, then the District may terminate STUDENT’S ability to use the Chromebook. If the District determines that STUDENT acted with intent to damage the District’s property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

Parent/Guardian Signature

Student Signature

Print
Name: _____

Print
Name: _____

Address:

Address:

ATTACHMENT B - BEST PRACTICES FOR CHROMEBOOK USE

Chromebook – refers to a Chromebook computer issued by the District to a District student for use in connection with the District academic program.

You are responsible for the appropriate use of your Chromebook both at school and at home. Chromebooks are issued to students for use for educational purposes. All commercial, illegal, unethical and inappropriate use of these Chromebooks is expressly prohibited.

1. You may not copy or duplicate copyrighted material. Copyright is the set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work. Copyrighted materials include books, maps, prints, musical compositions, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography and architectural works.
2. Downloading games, applications or software is expressly prohibited, unless specifically authorized by District personnel for educational purposes in connection with the District academic program.
3. Data should not be stored on the Chromebook, but should be stored either in the District-provisioned cloud-based storage or on a removable storage device.
4. Do not loan or allow your Chromebook to be used by anyone else, and do not share your “user name” or “password”.
5. Always keep track of your Chromebook and take reasonable precautions to keep it safe.
 - a. If you place your Chromebook in your locker, make sure it is completely closed and locked.
 - b. Since your backpack will be the primary storage for your Chromebook, make sure that you never leave your backpack unattended.
6. When carrying your Chromebook, always place it in the sleeve provided.
7. Do not place the power cord or adapter against the Chromebook screen in your backpack (the screen will break).
8. Be careful not to drop or fling your backpack (remember if it breaks, you may be held financially responsible).
9. If you notice that your Chromebook is working slowly or functioning in a strange or abnormal way, report it to the Technology Department.
10. Safe emailing:
 - a. Don’t open, forward or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Department.
 - b. Be wary of email attachments from people you don't know... it may be a virus or a malicious program.
 - c. Never respond to emails that ask for personal information such as your user name or password.
 - d. Think before you write and send an email. Be polite and courteous at all times.
 - e. Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don’t pass them on.

- f. Do not go to inappropriate / questionable web sites or click on questionable links as this may trigger a spam or computer virus attack.
- g. The use of anonymous proxies or other technologies to bypass District filtering programs is prohibited.
- h. When on school property, do not connect the Chromebook to the internet through any means other than the WIFI provided by the District through the District network.
- i. When social networking, developing your personal web pages, or otherwise communicating online with others, consider the following:
 - i. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings to friends.
 - ii. Once any text or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.
 - iii. You should not post or disclose information, photos, or other items online that could embarrass you, your family, or friends. This includes information, photos and items that may be posted by others on their page or on your webpage.
 - iv. Do not post or disclose your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself up to online predators.
 - v. Many potential employers, colleges and universities, graduate programs and scholarship committees now search these sites to screen applicants.

11. Saving Information:

- a. Save your files in the cloud-based storage provisioned to you by the District. Additionally, you must ensure that important school information is separately backed up, either on a removable storage device or some other medium. The District is not responsible for loss of any data stored in District-provisioned cloud-based storage or on the Chromebook.
- b. The District network administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students and other District network users should not expect that information stored on Chromebooks, or other information stored in, transmitted through, or accessed through the District network, including, but not limited to cloud-based storage provisioned by the District, will be private.
- c. Any information on your Chromebook will be erased during the summer.

12. Other:

The District does not recommend plugging any additional personal devices into the Chromebook as this may cause problems with the Chromebook's operation. You are responsible for any damage to the Chromebook caused by any personal device you connect to the Chromebook.

13. Remember, your Chromebook is your responsibility.

Please be careful when using social networking sites and sharing personal information as this information may remain on the internet permanently. Think before you act - after graduation, would you want a prospective employer to view what you posted?

The Superintendent or designee has issued administrative regulations containing guidelines to students for use of Chromebooks (See Board Policy and Administrative Regulation No. 143). Students should also refer to policies 816A *Acceptable Use Policy: Student Use of Technology* and the applicable Network Acceptable Use Agreement for additional requirements. Any violation will be subject to discipline as outlined in the applicable Student Handbook or Board Policy, and, depending on the nature and seriousness of the offense, could result in referral to law enforcement.

The District does not routinely monitor the District network for violations of school rules or District policies and is limited in its ability to monitor Chromebooks for cyber bullying and other violations. Therefore, if you have reason to believe another student is using either the District network or their District-issued Chromebook in a manner that violates school rules or District policies, you are encouraged to report such conduct to your Principal.

Telephone:

Telephone:
