HCMS

Chromebook User Agreement

Hancock County Middle School has initiated a 1:1 Chromebook program for students and teachers in an effort to embrace 21st Century Skills. Students will be using Chromebooks in the classrooms. After reading and returning the required agreement, they will be allowed to take their designated Chromebook from class to class to continue schoolwork. Chromebook use will be monitored by building level administration as well as district level administration to gauge use and effectiveness of the device in the classroom. Chromebooks are school district owned devices and the contents on the Chromebook may be viewed at any time. Students are expected to have their Chromebook with them and a battery life that will get them through the entire day of school without needing to charge.

Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

Guidelines

Student use of the Chromebook falls under the district Acceptable Use Policy for technology. Internet and Chromebook use will be monitored through district level management software. Anyone found to be violating acceptable use would be disciplined. All software, applications, and documents stored on the Chromebook are the property of the school district and subject to review and monitoring.

Students should NOT:

- Modify the Chromebook in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to supplied Chromebook.
- Students will NOT be issued an Chromebook the following year until ALL balances are paid from the previous year (lunch, Library fees, previous Chromebook damage, etc.).
- Exchange Chromebook with any other student.
- Clear or disable browsing history on the device.
- Disable the Chromebook or its applications on the Chromebook assigned to them OR anyone else's Chromebook.

General Rules

- **Headphones / Earbuds: MUST have TEACHER permission.**
- If there is a repeated occurrence of a Chromebook not being usable for the school day, (i.e. not being charged), then the administration reserves the right to make the student a day user for a length of time determined by administration.
- **Do NOT update the OS on the Chromebook until told you may do so by technology staff.**

Failure to comply with these guidelines will be treated as a violation of the district Acceptable Use Policy and will be handled according to the school's discipline code.

Using the Chromebook

- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- Make sure hands are clean before using the Chromebook.
- Keep Chromebook away from food and drink.
- Charge the Chromebook only with the included charger and using a standard wall outlet for your power source. Have the Chromebook fully charged and ready for use during the school day.
- Document any software/hardware issues to your teacher ASAP.
- Keep the Chromebook in a well-protected temperature controlled environment when not in use. Do not leave the Chromebook in a vehicle or location that is not temperature controlled.
- During class time, students are expected to keep sound **Disabled** for the purpose of not being a constant distraction for the student or for others.

Applications (Apps)

Student Chromebook will be given to students with key applications/extensions already added from the Chrome web store. Chromebooks will be scanned remotely to monitor usage. Apps or extensions installed not approved of will result in the Chromebook being remotely wiped. School approved apps and extensions are are located in the chrome webstore and may be installed. It is the responsibility of the Hancock County School District to uninstall applications. If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an app or extension is deemed appropriate for the classroom it may be installed.

Saving Documents

Saving documents with your Chromebook is accomplished using "cloud" storage. This will require you to have a Google account. Using this school account will allow you to save, export, and import documents in several different formats. This will allow you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher.

Username: school email address (firstname.lastname@stu.hancock.kyschools.us)
Password: **First initial (capitalized)** **Last Initial (lowercase)** **first** third **fifth** seventh **ninth** number of your student ID# and your two digit **graduation year**

Example: **Student ID# 0123456789 graduation year 2032**
Password: **Vs0246832**

Reporting a Lost Chromebook

Students need to report a missing or lost Chromebook to their teacher or Mrs. Schneider in the Media Center immediately.

Reporting Technical Issues



Any errors or problems with the Chromebook should be reported as soon as practical. The following procedure should be exercised when reporting Chromebook issues:

1. Let your SWARM Teacher or regular Classroom Teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to Tori Schneider in the Media Center.
3. If the issue is beyond Mrs. Schneider's capabilities then a Tech Ticket will be completed. Once your technical issue with the Chromebook reaches this level, you can expect that it may take up to 48 hours to have the issue resolved.

Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the Chromebook. Students taking the Chromebook from school property must sign and submit the Parent-Student Chromebook Agreement Form. Student use of the Chromebook off school grounds may be revoked at any time by the administration or designated person.

Security

Students have a password set on their chromebook and it should be known only by the student to ensure the Chromebook is only used by the designated student. The school district has the right to bypass the password with justifiable reason.

Homebound / Students Not at School

Homebound students without wireless Internet access at home will still be allowed access to his/her Chromebook but will be expected to download materials needed **BEFORE** going home. Any student placed on homebound may use their school issued Chromebook as long as assigned school work is being completed and turned in. Once a homebound student starts missing assignments for any given class (more than one week behind), the parents will be contacted and a home visit will be set up so that a system can be devised to keep the homebound student caught up.

Hancock County Middle School Chromebook Discipline Code

Proper care of Chromebook through the school year and returning at the end of the school year with all accessories are the responsibility of the student. Students not returning their Chromebook will be assessed the value of a replacement and will not be issued an Chromebook the following year until ALL balances are paid from the previous year (lunch, Library Fees, previous Chromebook damage, etc.).

Care and Responsibility

Level A: Care and Responsibility:

- Letting another student use your assigned Chromebook.
- Use of headphones.
- Using Chromebook around food (breakfast, lunch, etc.)
- Leaving Chromebook unattended.
  - Chromebooks should NOT be taken to the gym during PE or for after-school practices – students should keep their Chromebooks locked in their lockers or locked in a classroom.
  - Chromebooks should be left on the shelves during lunch and NOT on the floor.
- Playing games or on a site not approved by the teacher during instructional time.
- Clear/disable browsing history OR disabling another student's Chromebook.
- Battery not adequately charged to get through the entire school day. (i.e. students should have approximately 40% battery charge by lunch.)
- Failing to have sounds off during class.
- Unattended Chromebooks reported to Mrs. Schneider – after the 3rd time – students receive a write-up.

1st offense: Break
2nd offense: Break
3rd offense: Write up

*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, Internet, etc.

Level B: Care and Responsibility (Intentional Misuse):

- Any intentional damage/destruction to device and/or components of device.

Intentional damage results in 3-5 days of ISLA plus costs for repair/replacement.

Chromebook Misuse

Level A: Inappropriate Use

- Inappropriate Use of camera (Meet, etc.)
- Presence of inappropriate non-instructional materials, including books.
- ANY non-instructional use without teacher permission.

1st offense: Write up
2nd offense: 1-3 days of ISLA and loss of privileges for 10 days.
3rd offense: 3-5 days of ISLA and loss of privileges for 20 days.

*Loss of privileges may include loss of device and/or deactivation of certain features such as apps/extensions, etc.

Level B: Unacceptable Use:

- Installing apps without district approval.
- Possession or distribution of pornography of any kind.
- Possession of gang related files.
- Possession of illegal (bootleg/pirated) copies of movies or music.
- Cheating.
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others).
- Hacking the district or any other network.
- Adding **ADDITIONAL** email accounts (more than the school-approved student email account)
- Deleting district account for iTunes store.
- Resetting Chromebook to factory defaults / formatting.

1st offense: 1-3 days of ISLA and loss of privileges for 10 days as determined by principal or designee.
2nd offense: 3-5 days of ISLA and loss of privileges for 20 days as determined by principal or designee.
3rd offense: 5+ days of ISLA and loss of privileges. Student becomes a day user.

All days in ISLA – student will receive alternative assignments.

Level C: Unacceptable Use:

- Threatening or bullying other students. **All punishment to be determined by administration.**
- Possession or distribution of pornography of any kind (charges will be filed with the Hancock County Sheriff's Department and possible expulsion from school.)

Loss or Damage

- Loss of an Chromebook outside of school must be reported to an administrator or designee **immediately**.
- If an Chromebook is damaged outside of school it must be reported to a teacher or administrator by 8:00 a.m. the following morning.

Please Remember

- School and district level administrators may monitor devices at any time for misuse – **this includes when the device is used at home. The Chromebooks will have to go through the District Server no matter where the Chromebooks may be accessing the Internet.**
- Administration reserves the right to take an Chromebook at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict Chromebook use during class if misuse is suspected.

Cost of Replacement*

Lost or beyond repair Chromebook: $379.00
Chromebook LCD: $150.00
Damaged / Lost Charger: $20.00
Damaged / Lost Cover: $40.00
Battery: $75.00
Charging Port/Headphone Jack: $75.00
Camera: $29.00

Prices are estimated based on current pricing at time of publishing of document and are subject to change. Actual prices charged may slightly differ to reflect current parts cost.

Parents are **highly encouraged** to purchase Chromebook insurance* offered at school. This insurance covers replacement with tiered deductibles. The insurance applications will be made available through 9/13/2024. The cost of insurance will be **fifteen ($15) dollars**. Checks can be made payable to **HCMS** and given to **Tammy Ogle, HCMS Bookkeeper**.

Incident	Tier	Cost
First	1	$0
Second	2	$30
Third	3	$60
Fourth, etc.		Full repair cost each time.

***Insurance does not cover all cases of theft NOR will it cover charging cords.**

Hancock County School District Chromebook User Agreement



Student:

Please read and check (√) each box before signing:

☐ I **will not** modify or disable the Chromebook in any way unless instructed by district personnel.

☐ I **will not** sync the Chromebook to any computer or add email accounts OTHER than the student account I am assigned at school.

☐ I **will not** take the Chromebook out of the district-provided case.

☐ I **will not** take inappropriate pictures or use the Internet inappropriately as defined by this Acceptable Use Policy.

☐ I **will** report any technical issues to my teacher as soon as possible.

☐ I **will not** leave my Chromebook unattended or have my Chromebook around food or drink.

☐ I understand that my absences and my actions may cause for the removal of my Chromebook privileges (either temporary or long-term).

I understand and will abide by the above Chromebook User Agreement. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action taken.

User's Full Name: _____

User Signature: _____Date: _____

Parent or Guardian:

Please read and check (√) each box before signing:

☐ I give my child permission to take his/her designated Chromebook outside of school.

☐ I assume all financial responsibility should my child be deemed responsible for damage to the Chromebook or charger.

☐ I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her Chromebook privileges (either temporary or long-term).

☐ As a district-owned device, I understand that my child's Chromebook can be searched at any time for improper material or evidence of improper use.

As the parent or guardian of this student, I have read the Chromebook User Agreement.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

☐ YES, I will be purchasing the Chromebook Insurance for my son or daughter.