Chromebook - Responsible Use Procedures and Guidelines

The focus of the Chromebook Program at Pleasant Hill School District is to provide tools and resources to all students. Excellence in education requires that technology be seamlessly integrated throughout the educational program and as a result, increasing access to technology is essential. One learning tool is the use of Chromebooks; individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the classroom teacher. Effective teaching strategies with a Chromebook integrates technology into the curriculum for any time, any place, anywhere learning.

Pleasant Hill School District's Chromebook Program promotes a student-centered learning environment where technology supports curriculum. Technology use will be routine, transparent and encourage innovative teaching methods to ensure students' success. The district will provide ongoing professional development and tools to support Pleasant Hill students in an evolving digital world. The extended use of district owned technology is a privilege, which requires responsible use as follows. This privilege may be revoked for failure to abide by these guidelines.

The information within this document applies to all Chromebooks used at Pleasant Hill School District, including any other device considered by the Administration to come under these guidelines.

1. Annual Receipt of Your Chromebook and Check-In

1.1. Receiving or Using a Chromebook

Chromebooks will be distributed in the fall to High School students. Before receiving a Chromebook, students and parents must complete and return the Chromebook Protection Plan Coverage Form

1.2. Chromebook Check-In

Chromebooks will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Pleasant Hill School District during the school year, their Chromebook must be returned at that time.

1.3. Return Policies

Individual school Chromebooks and accessories must be returned to the designated school location at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Pleasant Hill School District for any reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability.

Failure to return the Chromebook may also result in a theft report being filed with the Lane County Sheriff and may delay access to public school records.

The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Responsible Use Procedures and Guidelines (this document) and must return the device and accessories in satisfactory condition. The student will be charged a fee, detailed on page 4, for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.3.1. Students leaving PHSD for an extended period of time are required to return the device prior to leaving. After PHSD staff have determined the student is not returning the Chromebook any associated student accounts will be deactivated and Chromebook will become unusable.

1.4. Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide and/or remove PHSD identification tags will be subject to disciplinary action.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.

2.1. Carrying Chromebooks

The Chromebook **must <u>always</u> be stored in the district issued case** that's provided, or you can be charged the full cost of the broken Chromebook. It protects the Chromebook and provides protection when carrying at or away from school. Care must be taken when placing the Chromebook within its case and into backpacks with schoolbooks (or anything heavy) to avoid placing pressure and/or weight on the Chromebook screen (they break easily). These guidelines do not apply to Chromebooks that are stored in a classroom Chromebook cart.

2.2. Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is open or closed.
- No objects should be placed on the keyboard.
- Keep all food and beverages away from Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover (including chargers, pens and pencils, utensils, etc.).
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" or "drop" the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen (including backpacks).

2.3. Chargers

Only charge your Chromebook with the PHSD provided charger as others may cause damage to the Chromebook.

2.4. Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their locker or kept with the student. Nothing should be placed on top of the Chromebook when stored in student lockers. Chromebooks should not be stored in a vehicle at any time due to the possibility of theft.

Do NOT leave your Chromebook in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.5. Chromebooks Left in Unsecured Areas

Under no circumstances should Chromebooks be left unsecured. Any Chromebook left unsecured is in danger of being stolen or damaged. If a Chromebook is found in an unsecured area, it will be taken to the office.

2.6. Chromebook Use During Extracurricular Activities

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with lost, stolen, or damaged devices as stated in this Agreement also apply to extracurricular events. It is **not** the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

3. Pleasant Hill School District Chromebook Coverage

Students assigned a district device are responsible for all damages whether intentional or accidental. Responsibility for repair caused by a malfunction or maintenance issue will be determined by the Pleasant Hill School District's Technology Department.

Plan Enrollment Information

The Chromebook Protection Plan Coverage Program is ***optional*** and provides an inexpensive solution for parents to reduce the financial burden if an accident or theft occurs.

Parents/guardians that decline to participate in the Chromebook Protection Plan Coverage Program will be fully responsible for any associated cost for damage or theft.

The Chromebook Protection Plan Coverage Program will cover one school year and is non-refundable.

Prior to receiving or using a Chromebook, the following must be completed:

1. Complete the Pleasant Hill School District Chromebook Protection Plan Coverage Program enrollment form to select a plan or decline coverage (see last page).

2. If coverage is selected, pay the annual program fee in full.

Annual Cost per Student - $15.00 Family Plan – Max coverage cost per household $45 (for 3 or more students)

With Protection Plan Coverage:	**With Coverage Declined:**
Damage Deductible 1st incident – Covered, $0.00 2nd incident – Covered, $0.00 3rd incident – Not covered, cost of damage	Examples of fees to repair/replace Chromebooks Case - $25 Charger - $35 Screen Replacement -$60 Water Damage - $160 Lost or Stolen - $200-300
Stolen – Police Report Required 1st incident – Covered, $50.00 deductible 2nd incident – Covered, $100.00 deductible 3rd incident – Not covered, Full Replacement Cost	
Not Covered Charger Case Intentional Damage Lost or Stolen without a copy of the police report Damage while not in use and not kept in provided case	

Two incidents total, in any combination (damage/stolen), are covered per year.
If the lost or stolen Chromebook is later recovered in working condition, the charge will be refunded.

If a student leaves the district, but does not return the Chromebook, they will be charge for the full replacement cost, and standard rules for the restriction of student records and transcripts would apply. Law enforcement may be involved for the purpose of recovering district property.

4. Using Your Chromebook at School

Chromebooks are intended for use at school each day and as such, students are responsible for bringing their Chromebook to all classes unless informed otherwise by the classroom teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, schedules, and other district resources may be accessed using the Chromebook.

STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED CHROMEBOOK.

4.1. Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting course work completed as if they had their Chromebook present. If a loaner is available, they may check one out from the library (**loaner must be returned at the end of the day**). If a student **repeatedly** (two or more times as determined by any teacher) leaves their Chromebook at home, they may lose their take-home privileges and to "check out" a Chromebook from the library or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

4.2. Chromebook Repair

Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability but the district will make every attempt to reduce downtime for students.

4.3. Charging Your Chromebook's Battery

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebook every evening. If a student **repeatedly** (two or more times as determined by any teacher) brings their device uncharged, they may lose their take-home privileges and be required to "check out" a Chromebook from the library or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

4.4. Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver or background photo on district Chromebooks. installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or other material deemed inappropriate will result in disciplinary action.

4.5. Sound, Music, Games or Programs

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

4.6. Printing

Printing is allowed in some classrooms and the Library. (Check with your teacher).

4.7. Internet Access Off Campus

Internet access ***is filtered*** when using PHSD Chromebooks on and off-campus in compliance with district policies and CIPA. Students are allowed to access other wireless networks when they are off campus.

5. Managing Your Files & Saving Your Work

5.1. Saving Your Work

Students will save work in their district-provided cloud-based or network storage drives. It is recommended that students store files in their Google Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for late or incomplete assignments.

5.2. Network Connectivity

PHSD makes no guarantee that the network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data.

6. Software on Chromebooks

6.1. Originally Installed Software

The software/apps originally installed by PHSD must remain on the Chromebook at all times.

6.2. Additional Software

The use of the student's school provided Chromebook is for educational purposes only. PHSD will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Additional classroom-appropriate apps may be installed, but again, only if for educational purposes and if the Technology Dept. allows for it. At no time are students to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

6.3. Inspection

Students may be selected at random to provide their Chromebook for inspection. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

6.4. Software Updates

Updated versions of licensed software/apps will be deployed via the Technology Department. Updates may occasionally require a system restart.

7. Responsible Use

The purpose of this document is to augment existing Computer Use section of the PHSD Student Handbook and details guidelines and expectations for the responsible use of technology for students at PHSD in order to provide a safe, appropriate and effective learning environment for all. As members of the PHSD students are required to follow the district's policies, procedures and guidelines.

7.1. System Security

Students must protect access to their own devices through the use of passwords and privacy settings at all times.

- Students will log on to the network only as themselves.

- Students are responsible for their individual accounts, and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem.
- Any electronic devices brought on the PHSD campus are subject to search without notice.
- Students will refrain from using any device or software that masks the use of the school resources.

This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures. **Failure to comply will result in loss of computer/network privileges and possible disciplinary action.**

7.2. Intellectual Property and Privacy

- Students will not copy or transfer any copyrighted material(s) to or from computers on the PHSD network without permission from the technology staff.
- Students will not plagiarize words or phrases found in books, on the Internet, or on other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
- If a student encounters an inappropriate image, site, or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies carefully before posting or adding content that may be viewed by others presently or in the future.

7.3. Inappropriate Language and Harassment

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at PHSD, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.
- Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

7.4. Student Acknowledgment and Agreement

- Students continuously represent the PHSD whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.

- Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
- If students knowingly enable others to violate these rules, students may lose their access to PHSD computer resources that include their device, district network, email, or internet access.
- The district has software and systems in place that **monitor and record all activities** and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
- Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.
- Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

Student's Agreement:

1. I will follow teachers'/building/district instructions when using technology.
2. I will be polite, considerate, and use appropriate language.
3. I will report and/or help prevent any bullying, abuse, or harm of others.
4. I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I will follow all filters and security measures.
6. I will use technology carefully and to conserve district resources.
7. I will not share my passwords, except with my parent/guardian.
8. I will use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I will not reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I will follow copyright laws.
11. I agree to return the Chromebook, case, and power cords in good working condition.
12. I will never loan out my Chromebook to other individuals.

Following Federal, State, and, local laws, PHSD will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

Individual school Chromebooks and accessories must be returned to PHSD at the end of each school year. Students who withdraw, or terminate enrollment at PHSD must return their individual school Chromebook on the date of enrollment termination.

You must complete and submit the PHSD Chromebook Protection Plan Coverage form whether you accept or decline coverage.