Sycamore Community School District 427

Sycamore High School/Middle School Chromebook Handbook

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Innovative technology facilitates curiosity, discovery, and collaboration among our students and staff, which empowers them to succeed. The Sycamore Community Unit School District (CUSD) 427 Technology Department maintains the hardware and software necessary to ensure all students have access to technology that meets their individual needs. By providing each of our students with a Chromebook, we also enhance their educational experience by allowing them to research, collaborate, and create beyond the walls of the traditional classroom.

Students in Sycamore Schools are provided with a district-issued Chromebook to access educational programs and materials. Students are responsible for abiding by the Student Acceptable Use Policy as well as the policies laid out in this handbook.

In addition, it is important to understand that students are required to use school-issued Chromebooks when at school. Students will not be allowed to use their own devices in place of school-issued Chromebooks.

Receiving and Returning Chromebooks

A. Receiving a Chromebook

You will receive a Chromebook in your sixth-grade year which will be your responsibility until you graduate from high school. Chromebooks will be distributed to all sixth-grade students at the Sycamore Middle School on their first day of attendance. Each student will receive a Chromebook with a protective cover and an AC charger. All high school and middle school students who are new to the District will receive their Chromebook within two days of their first day of attendance and will pick them up in the technology office.

Students must sign and return the Sycamore High School/Middle School Chromebook Handbook Sign-Off Sheet upon receipt of their Chromebook. This handbook is also available as part of the student handbook and on the district website.

B. Returning a Chromebook

At the end of their senior year, students are required to turn in their Chromebook in good condition along with the protective cover and charger. Chromebooks should be turned in to the Technology Office during finals week once a student no longer needs the Chromebook to prepare for final exams. Students who transfer out, withdraw, or terminate enrollment with the District for any other reason must turn in their Chromebooks and chargers to the technology office or main office on their last day of attendance. Students who graduate early or are expelled must return their school Chromebook and charger to the technology or main office on their final date of attendance in the District. Failure to turn in the Chromebook will result in the student being charged the full replacement cost.

Care and Repair

A. Taking care of a 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 given to the technology department (in your building) for an evaluation of the equipment. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of the District, and all users are required to follow all procedures outlined in this handbook as well as all other district policies.

- Chromebooks are labeled in a manner specified by the District; this includes the asset tag label and student ID label. These labels may not be removed from the Chromebook. It is the student's responsibility to protect against damage to Chromebooks. This includes but is not limited to:

    a. Chromebook protective case shall not be removed from the Chromebook
    b. Proper care and protection of the Chromebook screen
    c. Properly carrying/transporting the Chromebook
    d. Protecting the Chromebook from the elements including extreme heat and cold, water, and humidity/moisture

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not applied by the District. Spot checks for compliance may be done by the administration at any time.

B. Repair Process

Students are required to report damage or other issues requiring repair to the technology department in your building immediately. A loaner Chromebook may be issued to a student while his/her assigned Chromebook is being repaired by the school. Once the repairs are complete, the student will be notified to return the loaner and pick up their Chromebook. Students should report any damage even if they do not believe a repair is required.

C. Device Protection Plan

Sycamore CUSD 427 provides and administers an optional protection plan for families as part of our 1:1 Chromebook program. The plan covers "accidental damage" to the device and is designed to limit a family's financial responsibility. This plan protects the device, not the user, and provides coverage as indicated below.

a. Program Rate/Coverage

- $40 Non-refundable Annual Premium
- Limit of Liability: $300.00

b. Effective Coverage/Expiration Date

- Effective Date: Coverage is effective after the fee has been paid.
- Expiration Date: Last day for the school year in which it is signed, or un-enrollment from the District.

c. Coverage (Subject to Deductible Plan Below)

- Accidental Damage: Pays for the accidental damage caused by liquid spills, drops, or any other unintentional event when the individual demonstrates responsible care.
- Fire: Pays for loss of or damage of the device due to fire. The claim must be accompanied by an office fire report from the investigating authority.
- Theft: Pays for loss of the device due to theft. The claim must be accompanied by an official police report from the investigating authority.
- Electronic Surge: Pays for the damage to the device due to an electrical surge.
- Natural Disasters: Pays for the loss of damage to the device caused by natural disasters.

D. Exclusions

What is not covered even if you paid the protection plan fee?

- Loss or damage of the device accessories (case, cords, chargers)
- Loss of device
- Damage caused by neglect
- Intentional damage
- Dishonest, fraudulent actions
- Failure to demonstrate responsible care, including liquid damage
- Consumables: Including but not limited to the case, cord, and the charging brick
- Cosmetic Damage: This includes intentional cosmetic changes to the device, case, and/or charger
- “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software
- The District is not liable for any loss, or damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.
- Violating the Student Acceptable Use Policy

E. Who decides what is covered when damage is incurred?

The District, in consultation with teachers and technicians, makes the final determination as to what is considered covered.

F. Deductible

Damage/Repair Deductible

- First Claim - $0.00
- Second Claim – Repair costs up to $125.00
- Third Claim – Full Repair Cost

Stolen Deductible

- First Claim - $0.00 (including case, cord, and charger)
- Second Claim – Full replacement cost (including case, cord, and charger)

If a student is **unenrolled** from the District for any reason, this protection plan agreement becomes null and void on the date of unenrollment. There are no refunds once this agreement becomes active on the date the device is issued. The device must be returned on the last day of student attendance.

G. Replacement Cost

The replacement costs of parts or a new Chromebook will depend on market costs at the time of replacement.

Usage

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

A. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a District-issued Chromebook or email address, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks or email at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

B. Content Filtering

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 (in or out of school) and Internet connection, will have Internet activity filtered. Even though the District uses robust filtering software to keep students from accessing unauthorized and inappropriate sites, no filter is guaranteed to be error-free or fully dependable.

C. Student Responsibilities and Expectations

Students are expected to use Chromebooks in a responsible and ethical manner. Students must obey general school rules concerning behavior and communication that apply to technology use, as outlined in this handbook, the Sycamore High School/Middle School Student Handbook, and the acceptable use agreement.

D. Digital Citizenship

- **Cyberbullying**
  Cyberbullying is strictly prohibited and will be dealt with according to the student handbook.

- **Cybersecurity**
  Students must use all technology resources in an appropriate manner so as to not damage school equipment. Students should take a proactive role to aid the District in the protection of our computer systems/devices by contacting an administrator about any security problems they may encounter.

- **Trademark and Copyright**
  Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- **Plagiarism**
  Plagiarism is a violation of the Sycamore High School and Middle School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

E. Charging the Battery

Chromebooks must be brought to school each day in a fully charged condition. Students can use the issued charger for charging at home. A limited number of unsupervised charging stations are available to students on a first-come, first-served basis. Repeatedly failing to meet charging and preparedness expectations may result in appropriate consequences.

F. Sound, Music, Apps, and Camera

- Students must provide their own headsets/earbuds. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps will be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- The following are not allowed unless permission is obtained from the classroom teacher for educational purposes:
  a. Use of the Chromebook's camera and video recording
  b. Use of Chromebook speakers for playing sound

c. Playing music during school hours
d. Streaming media during school hours for non-educational purposes

G. Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students may set up their home printers to print from their Chromebooks at home. Students will have access to printers that are dispersed throughout the building for student use.

H. Logging into a Chromebook

Students log into their Chromebooks using their school-issued Google account. Students should never share their account passwords with others unless requested by an administrator or technology staff. Incoming Freshman need to stop into the Technology Office and have their password changed.

I. Managing and Saving Your Digital Work with a Chromebook

Google Drive will be the main source of storage.

J. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies outlined in this handbook, the Student Handbook, administrative procedures, and the acceptable use agreement wherever they use their Chromebooks.

K. Parent/Guardian Responsibilities and Expectations

- Talk to your child about values and the standards that your child should follow on the use of the Internet and become increasingly active participants by asking your child to show you what sites they are navigating to and/or what apps are being used and how they work.
- Ensure that siblings and other family members are not using the device for personal use.
- Common Sense Media will assist in promoting positive conversation(s) between you and your child regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette in their Parent Tips and FAQs section.

L. School Responsibilities

- Provide Internet and online course materials accessible to its students during the school day and provide learning opportunities during the school day.
- Provide Internet filtering and blocking of inappropriate materials as able.
- The District reserves the right to review, monitor, and restrict information stored on or transmitted via District-owned equipment and to investigate inappropriate use of

resources.
- Provide staff guidance to aid students in conducting research and help ensure student compliance with the acceptable use policy.

M. Prohibited Activities

Students are strictly prohibited from the following actions while using their Chromebook. The District reserves the right to modify this list at any time. Students may be subject to disciplinary action if violations occur.

- Illegal installation or transmission of copyrighted materials.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of messaging services.
- Use of outside data disks or external attachments without prior approval from administration.
- Changing Chromebook settings (except personal settings such as font size, brightness, etc.).
- Spamming - sending mass or inappropriate emails.
- Using the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other students' accounts, files, and/or data
- Using the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Providing personal information over the Internet without the permission and supervision of their parents or a school staff member. This includes but is not limited to, setting up internet accounts including those necessary for chat rooms, commercial accounts, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Using YouTube for non-educational purposes.
- Using music file-sharing software.
- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Downloading or playing games and music is prohibited. These types of files are very resource intensive and may take a heavy toll on the Chromebook itself and the school's network.
- Any action that violates an applicable existing or future Student Handbook Policy or Board of Education policy and any applicable State or Federal laws dealing with students and cyber access/use.

N. Screensavers/Background Photos

While personalized Profile Pictures or Chrome Themes are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and are subject to disciplinary action.

O. Operating System and Security

Students may not use or install any operating system on their Chromebook.

P. Hacking Software

Use or possession of hacking software is strictly prohibited and violators will be subject to discipline outlined in the District's Student Technology Acceptable Use Policy. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

Loaner Chromebooks (Left at home/Not Charged)

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. A one-day (1) loaner may be provided on a first come, first serve basis. These loaners must be picked up from the Tech Office. You **must have a student ID** to check out a Chromebook. Each occurrence requiring a student to utilize a loaner Chromebook as a result of a forgotten or uncharged Chromebook will be logged; three occurrences may result in disciplinary action. See the Repair Process for loaners that need to be repaired and the use of a loaner Chromebook.

User Terms and Conditions

The use of the District technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Sycamore CUSD 427 along with State & Federal regulations. In compliance with federal law, the school district shall make a reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the users in the school environment.
- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private

Chromebook Handbook Sign-Off Sheet

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will not remove my Chromebook case.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will not tamper with the Chromebook case or take the Chromebook out of its case at any time.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook or case.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Sycamore Community Unit School District 427.
- I will follow the policies outlined in the Sycamore Community Unit School District 427 Chromebook Policy Handbook and the District Acceptable Use Policy while at school, as well as outside the school day.
- I will file a report with the school office in case of theft or damage.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook and power cord/charger, in the event that any of these items are lost or damaged.

- **I acknowledge the location of the Chromebook Handbook on the school's website and have read its contents.**
- **I acknowledge the location of the Student Handbook on the school's website and have read its contents.**

As a student, I have read and understand the expectations and rules pertaining to the use of a district Chromebook.

Student Name: (Print) _____ Student ID #: _____

Student Signature: _____ Date: _____