



**Carlynton School District Technology
Chromebook Handbook**

Chromebook Loan Agreement

A Chromebook and accessories in good working order are being loaned to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains, at all times, the property of the Carlynton School District and is loaned to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to the use of the Chromebook. **The Chromebook must be returned when requested by the Carlynton School District. Additionally, the Chromebook must be returned if a student's enrollment status changes and/or if the student withdraws from the District prior to the end of the school year.**

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from the District-approved app store. However, personal apps, videos, and photos may be deleted if additional space is needed for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District-owned information on any Chromebook or any school-owned computer. The Carlynton School District network is provided for the academic use of all students and staff. The student agrees not to take action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements.

Each student is issued a school-licensed Gmail account. This account will be used to access the G Suite resources as well as the student's email account. The user name for each student follows this format: The student's first, middle, and last name initials and the last three digits of the student ID number.

Example: Ben Rutherford Jones, who is a senior, will have the user name:
brj123@carlynton.k12.pa.us.

Email accounts should only be used for appropriate academic communication with other students and staff members. Communication with anyone outside of the District should be strictly for academic purposes.

The student agrees to use his or her best efforts to ensure that the District property is not damaged or rendered inoperable while in the student's possession.

What Is a Chromebook?

Chromebooks are devices that run Google's Chrome OS. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. Students will be able to access Google Classroom and school email from anywhere they have an Internet connection.



Most of the students will be issued a Lenovo 100e Chromebook. To learn more about this model, please click [here](#). Click on the image below to watch a video about Chromebooks.



Responsibilities

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Carlynton School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, exposing it to water, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of every school day.
- I understand that if I leave my Chromebook at home or if I do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify the possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and I will not share them with anyone.

- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to the IT support staff or an administrator if it needs repair. Upon inspection, if the Chromebook needs repair, the student's record will be checked, and a loaner may be provided if the student is eligible, a device is available, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer.

- I will monitor my child's use of the Chromebook at home, including the use of the Internet and email correspondence.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child charges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Carlynton School District.

Parents may wish to refer to [Common Sense Media's](#) resources related to electronic device use at home, including but not limited to, device-free dinners, screen time, social media, and popular apps.

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their charged Chromebooks to class. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible for bringing your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or an administrator.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.

- **Makeup work is a must.** If you leave your Chromebook at school or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or an administrator may request that you bring the device into school to verify the possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos, unless as part of an assignment or instruction by school staff.
- **Do not take images, video, or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** Individually purchased, legal, and school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and may lead to disciplinary action.
- **Abide by media content expectations.** Students and their parents shall work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and e-texts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(mature), films rated R and NC-17, television shows with TV-MA-rated content, and media-rated Explicit Content. Inappropriate content is not allowed, and any violation of this policy will result in disciplinary action.
- **Keep browsing safely and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter. It is the parents' and guardians' responsibility to monitor students' Internet access at home. For more information on Internet safety, apps, and ratings, please check the guides provided by [Common Sense Media](#).
- **Turn down the volume and use headphones.** Speakers are to be muted at all times unless you are granted permission by your teacher for instructional purposes. You may also use headphones at your teacher's discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folders, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.

- **Never eat or drink while using your Chromebook.** Doing so puts your Chromebook at risk of crumbs and spills that can do permanent damage to the function and life of your device.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car, or any unsupervised area.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids; therefore, leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp, or wet must be avoided.
- **Notify IT support, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook, laptop, iPad, Google account, or any other account or device issued by the District, regardless of whether the usage happens for school-related purposes or not. At any time, without prior notice or consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks, laptops, iPads, Google accounts, or any other district-issued account or technology at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks, laptops, iPads, and Google accounts. By using a Chromebook, laptop, iPad, Google account, or any other district-issued technology or account, students and parents agree to such access, monitoring, and recording of their use.

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks, laptops, iPads, Google accounts, or any other district-issued technology at any time. Additionally, all Carlynton School District Google accounts have the Impero extension automatically activated. This means that if a Carlynton School District Google account is being used on a personal computer and or Chromebook, those activities can be monitored. To avoid this, you must not use a Carlynton School District Google account or discontinue the use of Google Chrome while logged into a Carlynton School District Google account on a personal device.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of Carlynton School District as allowed by law.

Carlynton School District

Acceptable Use Policy for Students

1. All use of the internet, network, and computer technology must be in support of the educational programs in which the student is enrolled at Carlynton School District. These will be used to support the District's curriculum, communication, and research for the District students, teachers, and administrators.
2. The internet, network, and computer technology may not be used for illegal activity; for-profit purposes; non-school/non-community related activities; lobbying; direct advertising; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchistic, violent or bomb-making material. If, for any reason, such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
3. Abusive language will not be tolerated. Users may not harass or use inappropriate language. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
4. Users shall not intentionally seek information, obtain copies of, or modify data or passwords belonging to other users or misrepresent other users on the network.
5. All students are issued a network user ID and password. Students are not to reveal their password to anyone except a supervising teacher or administrator.
6. Students who use the network are to understand that network storage areas may be treated like school lockers. Network administrators may review communications to maintain system reliability and to ensure that students are using the system responsibly. The District reserves the right to log network use and to monitor file server space utilized by district users while respecting the privacy of both district users and outside users. Carlynton School District retains the right to review any materials on individual user accounts and workstations where reasonable suspicion of abuse of this or other district policy exists.
7. Users are NOT permitted to reveal their address or phone number or those of other students and colleagues. The District will protect against the unauthorized disclosure, use, and distribution of personal identification and information of students.

8. The District has implemented the use of filtering measures to protect against access to visual depictions of materials deemed harmful to minors, as defined by the Children's Internet Protection Act, as well as material determined by the District to be inappropriate for students to access.
9. Students are not permitted to use Internet chat rooms, electronic mail, and other forms of direct electronic communications.
10. Personal EMail accounts are not to be accessed on district computers.
11. In no event shall the Carlynton School District be liable for any damages, whether direct, indirect, special or consequential, or information contained therein, arising out of the use of the Internet. Use of any information obtained via the Internet is at the user's own risk
12. The Carlynton School District may terminate the availability of the Internet and network accessibility at its sole discretion.
13. School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks, laptops, iPads, Google accounts, or any other district-issued technology at any time. Additionally, all Carlynton School District Google accounts monitoring software extensions are automatically activated. This means that if a Carlynton School District Google account is being used on a personal computer and or Chromebook, those activities can be monitored. To avoid this, you must not use a Carlynton School District Google account or discontinue the use of Google Chrome while logged into a Carlynton School District Google account on a personal device.
14. Student use of the Internet will be monitored by staff in a manner that is appropriate to the age of the students and the circumstances of use.
15. Network accounts are to be used only by the authorized owner of the account for the approved purpose. Under no conditions should a user provide his/her password to another user. Attempts to log on to the Internet, network, or workstation under an assumed identification will result in the cancellation of the user's privileges. Any use identified as a security risk, or having a history of problems with other computer systems, may be denied access to the Internet or other technological services.
16. The District reserves the right to remove a user account from the network to prevent further unauthorized activity as specified in this document.

17. Students may not move, repair, reconfigure, modify, or attach external devices to the computer/network.
18. The illegal installation of copyrighted software on district computers is prohibited. Uploading/Downloading or use of unauthorized games, programs, files, or other electronic media is prohibited.
19. Students shall be responsible for damages to the Carlynton School District's equipment, systems, and software resulting from deliberate or willful acts.
20. Food and beverages are prohibited in all district computer labs as well as in and around other areas where computers and technology equipment are being used.
21. Any unauthorized attempt to access the Carlynton School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems, either from on campus or off campus, will be considered an attempt at "hacking" and is prohibited.
22. Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and /or the hardware on district computers will be viewed as vandalism. Vandalism also includes the uploading or creation of computer viruses. Each student will be held responsible for the intentional alteration of a computer workstation that occurs while they are logged into the computer network.
23. The user shall be responsible for damages to the District's or service provider's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
24. The Internet, Network, and e-mail are not guaranteed to be private. District network personnel do have access to all emails and files. Messages relating to, or in support of, illegal activities may be reported to the authorities.
25. Use of the school technology, network, or internet for fraudulent or illegal copying, communication, taking, or modification of material in violation of the law is prohibited and will be referred to the appropriate authorities.
26. The illegal use of copyrighted software, files, pictures, or other electronic information is prohibited. Students may not use plagiarized information obtained from the Internet to

complete school assignments. Students must follow the guidelines set forth by the English Department for citing Internet sources.

27. Failure to follow the procedures listed above by students of the Carlynton School District may result in suspension or loss of the right to access the Internet, to use the Carlynton School District's computer technology, and be subject to other disciplinary or legal actions, including but not limited to expulsion.
28. As users of this system, students will notify a teacher or administrator of any violations of this policy taking place by other students or outside parties. This may be done anonymously.
29. All students who wish to use the Internet, network, and computer technology tools must sign an Internet Agreement form, which will be kept on file in the libraries of the District. If the user is a student under the age of 18, the signature of the student's parent or guardian will also be required on the Internet Agreement form.
30. Parents or guardians of users under the age of 18 have the right to revoke their student's user account
31. This acceptable user policy will be periodically reviewed by the Carlynton School District and may be modified or added to as new situations arise or as the current technology changes. Determinations may also be made on where specific uses of the network are consistent with this policy.

Parent/Guardian and Student Chromebook and Acceptable Use Policy Signature Page

TO BE COMPLETED, SIGNED, AND RETURNED BEFORE RECEIVING YOUR EQUIPMENT

Student Information

Last Name _____ First Name _____ MI _____

Building _____ Student ID # _____ Grade _____ Graduation Year _____

Parent/Guardian Information

Last Name _____ First Name _____

- I have read and reviewed the Carlynton School District Internet Acceptable Use Policy and the Chromebook Handbook with my child. I will follow all school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories, whether due to accident, neglect, or intent.
- I will notify IT support staff or administration in case of damage, theft, vandalism, or loss of the device within 24 hours; further, I will file a report with local police in case of theft, vandalism, or loss of the device within 48 hours.
- I agree to return the District Chromebook, power adapter, cord, and any accessories provided by the District in good working condition when requested by the District if my child is removed to an alternative education placement, or withdrawn from Carlynton School District.

Parent/Guardian and Student Agreement

I, _____, (print parent's/guardian's first/last name) agree to the following:

- I have read the Carlynton School District Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included in the policy and the handbook at all times and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes, and therefore, my child's violations of this agreement may be cause for the removal of his or her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand that if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. I understand I have an option to purchase a Technology Protection Plan, good for one accidental incident, per school year (\$30 annual fee).
- I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child's use of the device at home.
- I understand that the Chromebooks are district-owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

I understand that the Chromebook is considered to be a school-issued resource, much like a textbook or a graphing calculator. If the student enrolls in an Alternative Education program or terminates enrollment in the Carlynton School District, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution similar to any other financial obligation owed to the District.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Suggestions for Student Use of Electronic Devices at Home

Cyber safety is an important parent/guardian-child discussion to revisit frequently with students of all ages. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of technology devices.

Set expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents/guardians aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents/guardians wouldn't approve, such as videos or pictures, hate sites, celebrity gossip, reality TV, personal blogs, and more, all of which may influence your child. Understand that your child's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your child the ability to connect to unfiltered public wireless networks (such as local businesses, by picking up a neighbor's wireless signal, or connecting to the Internet through cell phone service). Therefore, it is important to maintain regular, open dialogue about Internet use and access. Discuss your expectations for appropriate use and behavior.

Monitor & limit screen time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but it also has the potential to be a big distraction. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the electronic devices to bed, but not in the bedroom

Parenting experts suggest parking all technology devices - from cell phones and video games to iPads and laptops - in a common spot overnight to discourage late-night, unmonitored use and sleep disruption. Don't allow your child to sleep with the iPad, laptop, or cell phone.

Make a place for electronic devices to charge

Since your child's device is expected to be fully charged and ready for school each morning, we recommend having a family charging station/location. Charging the device in a consistent location helps establish the routine of charging and gathering the device for school each day.

Discounted Internet Access

Survey data have shown that a large percentage of households have internet access at home. Comcast/Xfinity does offer discounted internet access to households with students on the free/reduced lunch plans. You can find more information and sign up at InternetEssentials.com.