

Struthers City Schools 1:1 Program

***Chromebook Acceptable Use, Policy and Procedures
2018-2019***

Chromebook assigned to you:

IT asset tag number _____

Serial number _____

Struthers City Schools 1:1 Program

Chromebook Acceptable Use, Policy and Procedures

The policies, procedures and information within this document apply to all Chromebooks used at Struthers City Schools, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

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1. RECEIVING THE CHROMEBOOK & CHROMEBOOK CHECK-IN

1.1: Receiving the Chromebook

Chromebooks will be distributed each fall during Chromebook orientation. Parents and students must sign and return the Parent Permission and Acknowledgement Form and Student Pledge for Chromebook Use before the Chromebook can be issued. The Parent Permission and Acknowledgement Form provides two options for families to protect the Chromebook investment for the school district. Please review the Repairing or Replacing the Chromebook section in this handbook.

1.2: Chromebook Check-in

Chromebooks will be returned during the final weeks of school so they can be checked for serviceability. If a student transfers out of Struthers City Schools (SCS) during the school year, the Chromebook must be returned at that time.

1.3: Fees for Missing or Damaged Chromebook

Individual school Chromebooks and accessories must be returned to SCS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SCS for any other reason must return their individual school 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 at SCS, he/she is subject to financial liability until the Chromebook is returned or associated fees are received. The student will pay the replacement cost of the Chromebook or, if applicable, any insurance/possible deductible. Failure to return the Chromebook within one business day after un-enrollment from SCS will result in a theft report being filed with the Struthers Police. In addition, the student will be responsible for any damage to the Chromebook, unless the damage and repair protection policy has been purchased, and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be immediately taken to SCS IT for an evaluation of the equipment. Students should not attempt to repair their Chromebook. Any physical modifications to the Chromebook will void the insurance policy.

2.1: General Precautions

- The Chromebook is school property; all users will follow this policy and the SCS Acceptable Use Policy for technology (see school handbook).
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the Chromebook.
- Chromebooks must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- If students use cases or covers to "personalize" their Chromebooks, they must not remove any SCS identification tags.
- If students use covers or stickers to personalize their Chromebook case, they must be removed without damage to the device or case prior to returning it to the school.

2.2: Carrying the Chromebook

The protective case provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. These guidelines should be followed:

- The Chromebook should always be within the protective case and secured closed when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but the Chromebook case must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.

2.3: Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING THE CHROMEBOOK AT SCHOOL

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 device. Students must be responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

3.1: Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Repeat violations will result in action as detailed in student handbooks.

3.2: Chromebook Undergoing Repair

A loaner Chromebook may be issued to students when their Chromebook is being repaired by SCS IT. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3: Charging the Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If a Chromebook loses charge due to use throughout the school day, charging stations are available in assigned/various locations.

3.4: Screensavers/Background Photos

- Any media deemed inappropriate by SCS staff may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures are prohibited and will result in disciplinary action.

3.5: Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Chromebook and can be used at the discretion of the teacher.
- Students are responsible for carrying earphones at all times.
- Students are not permitted to download applications and games. Any personally downloaded games and applications will be removed.

3.6: Printing

Printing is discouraged in order to preserve resources. However, printing will be available through a request to a teacher. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.

3.7: Home Internet Access

Students are allowed to connect to wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Any violation of the technology use policy will result in the student’s home use privilege being suspended.

Students experiencing internet issues at home should contact their Internet Service Provider (ISP) for support.

4. MANAGING FILES & SAVING WORK

4.1 Saving to the Chromebook/Home Directory

Students should save work to the district's server, Dropbox or Google Drive from their Chromebook. Students may also email documents to themselves for storage on a flash drive or the district's server. Storage space will be available on the Chromebook, but it will NOT be backed up in case of re-imaging. Students are responsible for ensuring that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

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

It is a violation of the Acceptable Use Policy to use applications that bypass the school district's proxies and filtering. Repeat violations will result in disciplinary action.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software originally installed by SCS must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the Chromebook at the completion of the course. Periodic checks of the Chromebook will be made to ensure that students have not removed required SCS software. Repeat violations will result in action as detailed in student handbooks.

5.2 Additional Software

Students are allowed to download up to 4 GB of extra software on their Chromebooks. SCS will synchronize the Chromebooks so they contain the necessary SCS software for academic work. In the event that space is needed on Chromebooks for academic-related software, student downloaded/purchased software will be removed. Students should not synchronize Chromebooks to home accounts.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection or for occasional inventory checks. If a student's device is requested for an inspection, passwords to unlock the device must be provided. SCS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

5.4 Procedure for Re-Loading Software

If technical difficulties occur or illegal/non-SCS installed software is discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

6. ACCEPTABLE USE

The use of SCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by SCS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at SCS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the district's technology resources may be denied, and the appropriate disciplinary action shall be applied. The SCS Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1: Parent/Guardian Responsibilities

- Talk to your children about values and the standards that should be followed on the use of the internet, just as you do on the use of all media information sources such as television, telephones, movies and radio.
- During registration, back-to-school night, or other scheduled time, you are required to receive necessary information regarding the 1:1 Program and sign the Acceptable Use, Policy and Procedures Parent Permission and Acknowledgement Form.

6.2: School Responsibilities

- Provide internet access at school.
- Provide academic email account (username@struthers.k12.oh.us.org) to its students.
- Provide internet blocking of inappropriate materials as able, while utilizing the SCS internet.
- Provide network data storage areas. These will be treated similar to school lockers. SCS reserves the rights 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 doing research, and academically related activities, and help ensure student compliance of the Acceptable Use Policy.

6.3: Student Responsibilities

- Read, understand and follow the district's Acceptable Use Policy for technology.
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to Chromebook/ computer use.
- Use technology resources in an appropriate manner that does not result in the informational damage of school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by a student's own negligence, errors or omissions. Use of any information obtained via the district's designated internet system is at the student's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Immediately report physical damage to devices to school staff.
- Do not attempt to repair the Chromebook.
- Secure Chromebook devices against theft or loss.
- Help the district protect the computer system/device by contacting an administrator about any security problems encountered.
- Monitor all account activity.
- Turn off and secure the Chromebook when finished working to protect any work and information. Securing the Chromebook includes storing the device out of sight and in a restricted access location.
- Forward to a teacher any email containing inappropriate or abusive language or questionable subject matter, then delete it from the Chromebook.
- Do not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Respect the rights of copyright owners.
- Return the Chromebook to SCS IT at the end of each school year. A student who graduates early, withdraws, is suspended or expelled, or terminates enrollment at SCS for any other reason must return his/her Chromebook computer on the date of termination.

6.4: Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates the existing SCS Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports, and other forms of student work.
- Internet/computer games when class is in session.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).

- Spamming/sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Sharing personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, 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 will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the SCS web filter through a web proxy, phone tethering, and any other means.
- Use of explicit websites and information.

6.5: Chromebook Care

- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by SCS may be applied to the computer.
- Chromebook cases furnished by SCS must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to a teacher or SCS IT. The district will be responsible for repairing Chromebooks that malfunction.
- Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students are responsible for the repair cost. Students will be provided a temporary Chromebook while their assigned device is being repaired.
- Chromebooks that are stolen must be reported immediately to the Struthers Police and SCS IT. Police reports should not be filed if the Chromebook is misplaced or left unintentionally.
- Chromebooks that are lost must be immediately reported to SCS IT.

6.6: Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, ask a teacher or parent.
- Plagiarism is a violation of the SCS Code of Conduct. 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.
- Use or possession of hacking software is strictly prohibited; violators are subject to discipline as referred to in the SCS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Student Conduct and Discipline

Please refer to the appropriate student handbook.

7. PROTECTING & STORING THE CHROMEBOOK

7.1: Chromebook Identification

SCS has a unique way to identify each device. These identifiers are to remain intact and not be tampered with.

7.2: Storing The Chromebook

When students are not using their Chromebooks, they should be stored in their lockers. Nothing should be placed on top of the Chromebook when it is stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not it is needed. Chromebooks should not be stored in a student's vehicle at school or at home. If students need a secure place to store their Chromebook, they may check it in for storage at SCS IT.

7.3: Chromebooks Left in Unsupervised Areas

Under no circumstance should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways and other obvious unsupervised areas. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken to SCS IT department or the building office. Multiple offenses will result in disciplinary action as detailed in Section 6.7: Student Discipline.

8. REPAIRING OR REPLACING THE CHROMEBOOK

8.1: School Damage & Repair Protection Plan

SCS has a School Damage & Repair Protection Insurance Plan for students and parents to cover Chromebook replacement in the event of theft or accidental damage. The protection cost is \$25 per year for each Chromebook and is non-refundable. Multiple claims during the school year for damage and/or theft may result in increased fees. Contact will be made with the family to warn of impending charges.

8.2: Claims

All repair/replacement claims must be reported to SCS IT and/or the administration. In the event of theft, students and parents must file a police report, using the serial number and IT asset tag number, and bring a copy of the report to the principal's office immediately. This must happen before a Chromebook can be repaired or replaced with the school district's protection plan.

8.3: Family Responsibility

Students and their families are responsible for the fees associated with any repairs or replacements necessary for loss or damage due to student negligence.

If a device is lost, stolen or damaged and there is no verifiable proof of theft (forced entry) or legitimate damages, the student will owe current market replacement cost of the device to SCS (approximately \$200.00). Students will be assigned a loaner or replacement device. If students lose their assigned device or damage the device a second time, they will lose the privilege to take the Chromebook home.

If a Chromebook is stolen on SCS property or elsewhere, it is the responsibility of the student and his/her family to report the Chromebook as stolen to the school administration and the Struthers Police. The non-emergency line for Struthers Police is (330) 755-9849. To file a police report, you will need the Chromebook's serial number and the SCS asset tag number found on the back of each Chromebook.

For all theft claims, the student/family is required to provide a copy of the police report to SCS. The police report and the specific details of the theft will determine what coverage may be available to replace the Chromebook.

In order for SCS to cover the theft, there must be evidence that proves a break-in or criminal action occurred. Additionally, law enforcement and or the SCS must deem criminal action and or theft has taken place.

If there is no proof that a break-in occurred, the loss will not be covered by SCS. As an example, this type of loss occurs when a Chromebook is missing or is accidentally left somewhere, but there is no proof the Chromebook was stolen. In this situation, the student/family is responsible for the current market replacement cost of a new Chromebook #2 (or equivalent Chromebook if the Chromebook #2 is no longer available new).

Until a police report is filed and a copy is provided to SCS, all thefts will be considered not covered.

Follow these steps if your Chromebook is stolen:

1. Report the Chromebook stolen to Struthers Police – report must include serial number and asset tag number.

2. Report the theft to an administrator at SCS.
3. Provide a copy of the filed police report to the administrator at SCS.

If the theft is NOT covered by SCS, the student/family cost is full replacement at current market value.

If a device is stolen, a police report is required and should be filed immediately. If there is verifiable proof of theft, SCS will pay for the replacement cost of the device.

Note: The district reserves the right to modify these policies and procedures at any given time. Notification will be sent out after the changes have been approved by the Board of Education.

Struthers City Schools 1:1 Program

Parent Permission and Acknowledgment Form

My signature below identifies that I have read and understand the SCS Chromebook Acceptable Use, Policy and Procedures and discussed the material with my child.

I understand my initials on the appropriate statement below identify how my child is to participate in the SCS 1:1 Program.

_____ I provide permission for my child to participate in the SCS 1:1 Program. I am aware that the provided device is owned by SCS. I am aware that the care and responsibility of the device as outlined in the Chromebook Acceptable Use, Policy and Procedures, both in and out of school, lies with my child.

_____ I understand that Chromebook insurance of \$25 is due each year for my child's device if I choose to purchase the district's insurance plan. I understand that current market replacement cost (approximately \$200) of the device is due if my child's device is lost or stolen and there is no verifiable proof of theft (forced entry). Insurance must be purchased by the end of the third week of school. Chromebooks insured after the third week of school are subject to inspection. Uninsured Chromebooks will be repaired in accordance with the attached cost list.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report or, in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

Student Name (please print): _____

Student Number: _____ Grade: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

Struthers City Schools 1:1 Program

Student Pledge for Chromebook Use

1. I will take care of my Chromebook as identified in the SCS Chromebook Acceptable Use, Policy and Procedures.
2. I will never leave the Chromebook unattended and understand that if found at school, I will be subject to discipline. If my Chromebook is damaged, lost or stolen, I will pay the associated fees.
3. I understand the Chromebook is my responsibility, and I will not loan it to other individuals.
4. I will know where my Chromebook is at all times.
5. I will bring a charged Chromebook to school each day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will use my Chromebook in ways that are responsible, appropriate, educational, and meet the expectations of SCS.
9. I will not customize (such as decorations, stickers, marks, etc.) any portion of the Chromebook. I will not deface the SCS Chromebook identifiers on any Chromebook.
10. I understand that my Chromebook is subject to inspection at any time, without notice and remains the property of SCS. I will provide the Chromebook passcode to staff, immediately upon request.
11. I will follow the policies outlined in the Chromebook Acceptable Use, Policy and Procedures while at school, as well as outside the school day.
12. I understand that inappropriate content found on the device is subject to disciplinary action.
13. I will file a police report in case of theft, vandalism, or if required by insurance policies.
14. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
15. I agree to return the district's Chromebook, case, power cords, and any other accessories in good working condition when requested or upon my withdrawal from SCS or surrender the fair market value of the device.

I agree to the stipulations set forth in the Chromebook Acceptable Use, Policy and Procedures; Parent Permission and Acknowledgement Form; and the Student Pledge for Chromebook Use.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Email Address: _____

Parent/Guardian Signature: _____ Date: _____

Individual school Chromebook computers and accessories must be returned to SCS IT at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SCS for any other reason must return their individual school Chromebook computer on the date of termination.